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ABSTRACT

Intended to help the bilingual office duplication practices instructor to better communicate to students with limited English speaking ability the more technical aspects of information presented in class, this supplement consists of a series of transparency masters with Spanish sub-titles for key words. It consists of 18 units. Covered first is the process of applying for a social security card. Various job safety procedures are dealt with. Focus of the next two groups of transparencies is on various aspects of interpersonal relations, including avoiding politicking, apple polishing, and gossiping as well as on practicing good grooming and nutrition habits. Addressed next are procedures for using stencil duplicators, fluid duplicators, image paper masters, and electronic calculators. The next four units consist of transparency masters illustrating the basic rules of filing as well as rules for indexing, geographic filing, and numeric filing. Routing slips, envelopes, package wrappings, and state abbreviations are dealt with next. Also covered are appropriate forms of dress for interviews and methods of applying for jobs. (Another volume of transparencies and a companion instructor's manual are available separately--see note.) (MN)

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VOLUMEN 1

PRACTICAS DE OFICINA PARA DUPLICADOS

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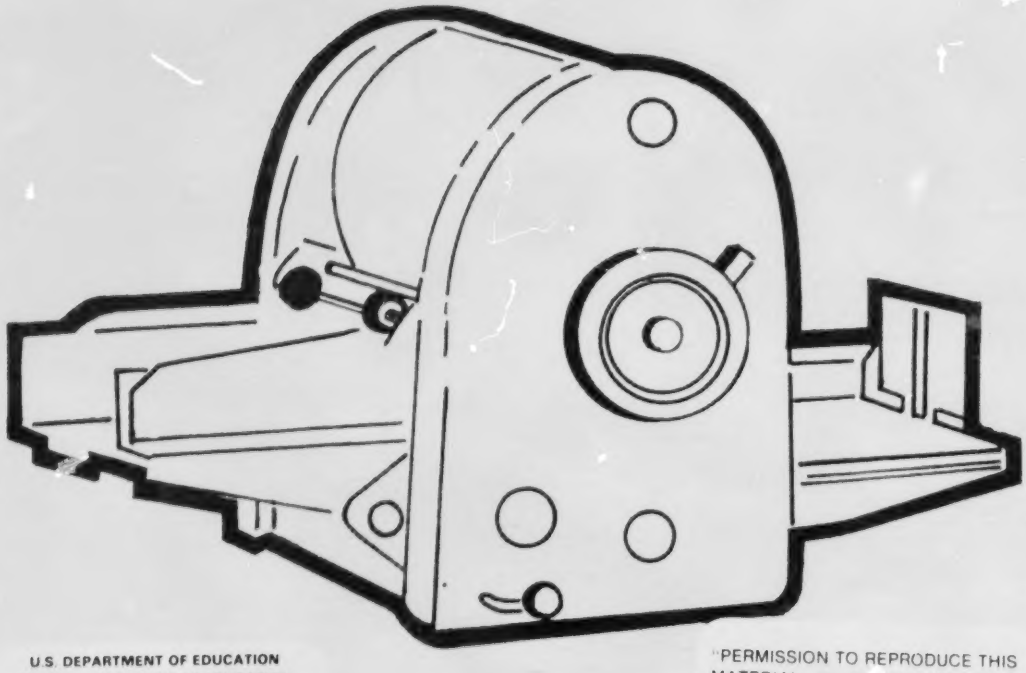

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SPANISH TRANSLATIONS FOR OFFICE DUPLICATION PRACTICES

2

CE032440

OCCUPATIONAL CURRICULUM LABORATORY (L) EAST TEXAS STATE UNIVERSITY

SPANISH TRANSLATIONS

PRACTICAS DE OFICINA PARA DUPLICADOS

Prepared by Elaine Burrow

Published by
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Austin, Texas

FIRST EDITION
1980

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FOREWORD

It is the intent of this supplement to provide the Office Duplication Practices instructor with Spanish sub-titles for key words on the transparencies. This will allow the instructor to better relate to the student with limited English-speaking ability the more technical aspects of the information presented in class.

We strongly advise that each instructor consult with an individual with expertise in the local terminology used by the Spanish-speaking population in a given area. Such a person should be asked to review the translations and make recommendations concerning any changes needed. By becoming familiar with the proper pronunciation of technical terms, the instructor will be able to establish better relations with the student.

ACKNOWLEDGMENTS

Appreciation is extended to those individuals who contributed their time and talent in the translation of the Office Duplication Practices transparencies.

Special thanks go to Juan Alvarado, ODP instructor, Central Junior High School, Donna, TX, Rosalinda Garza, ODP Instructor, Rio Grande City High School, and Oswaldo Ramirez, ODP Instructor, Zapata Junior High School, and to the Bilingual Program staff at East Texas State University for their help in translating these materials.

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Frances Hyatt, Editor, for editing and supervising typing of materials;

Dale White, Print Shop Director, and the printing staff for the finished product.

OFFICE DUPLICATION PRACTICES VOLUME 1

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AVOID "FAR OUT" STYLES

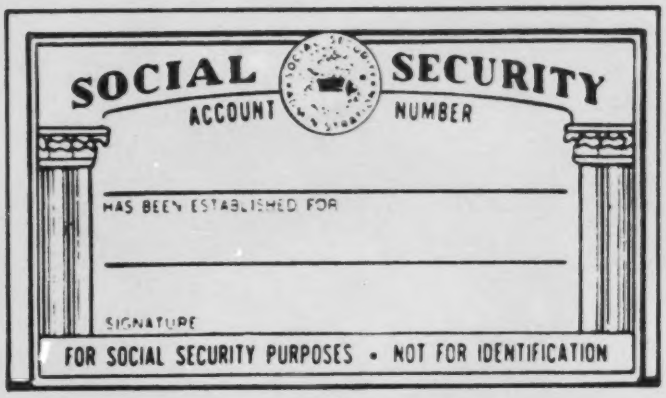
EVITE MODAS EN EXTREMO

TM-1

I-9

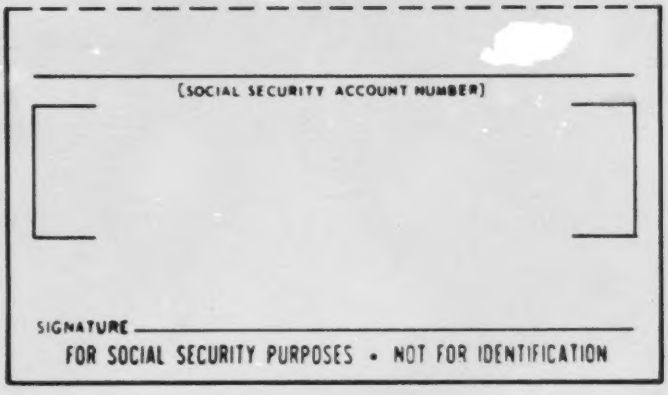
SOCIAL SECURITY CARD

TARGETA DEL SEGURO SOCIAL



FRONT

FRENTE

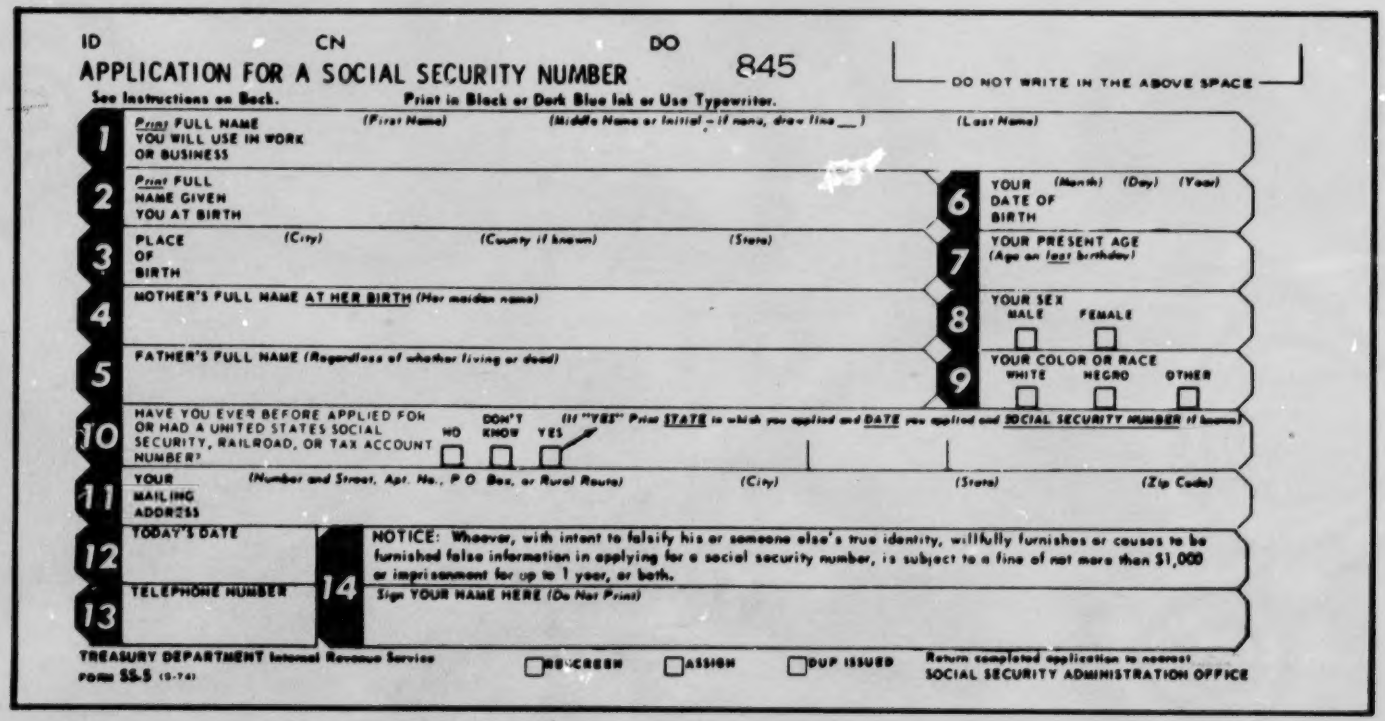


BACK

REVERSO

APPLICATION FOR SOCIAL SECURITY NUMBER

APLICACIÓN PARA EL NÚMERO DEL SEGURO SOCIAL



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APPLICATION FOR A SOCIAL SECURITY NUMBER

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX MALE ☐ FEMALE ☐

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P O Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
FORM SS-5 (5-74)

☐ RE-SCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

TM-3

13

14

I-13

AVOID HORSEPLAY

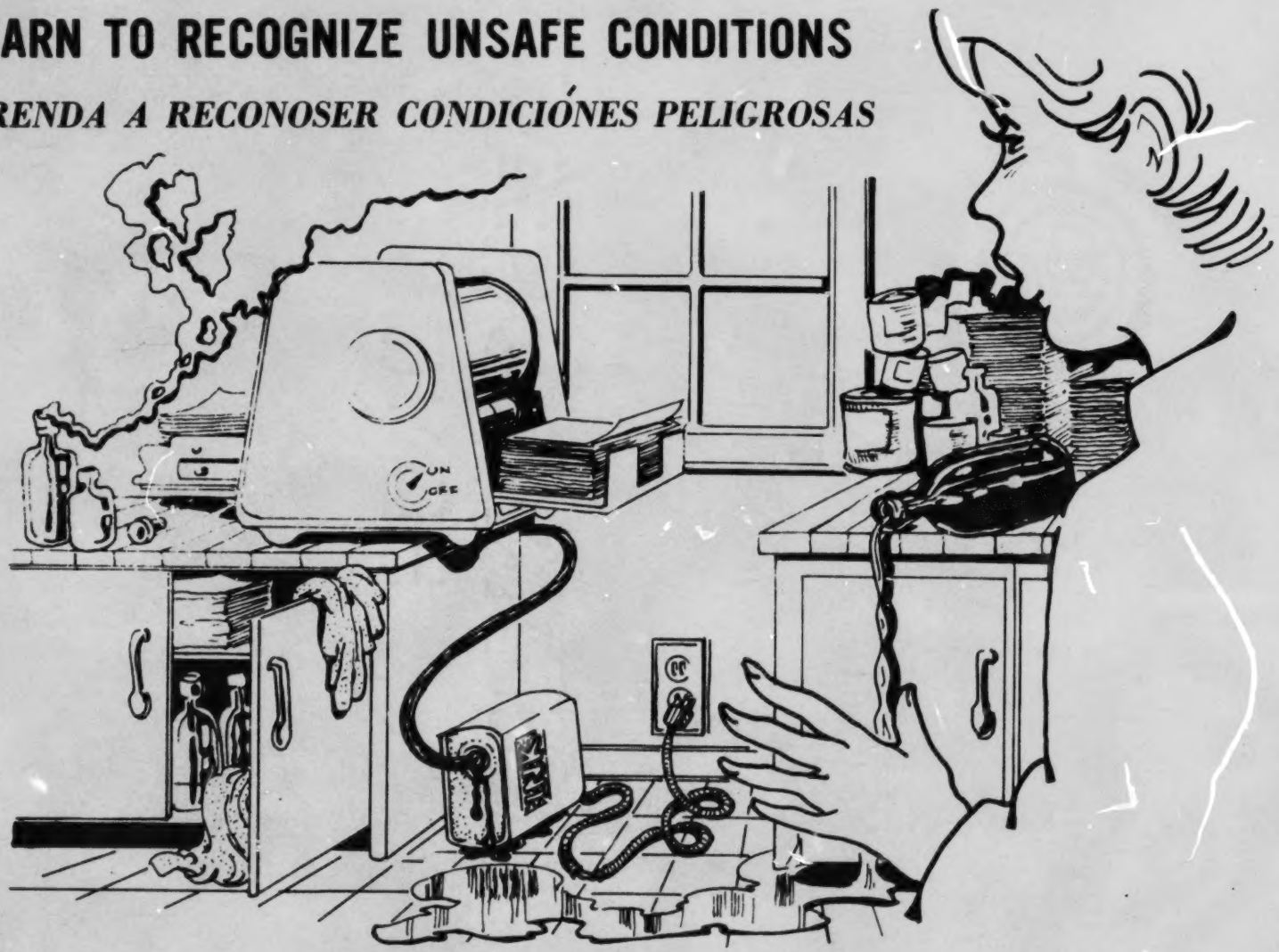
EVITE LAS TRAVESURAS

TM-1

II-13

LEARN TO RECOGNIZE UNSAFE CONDITIONS

APRENDA A RECONOSER CONDICIÓNES PELIGROSAS

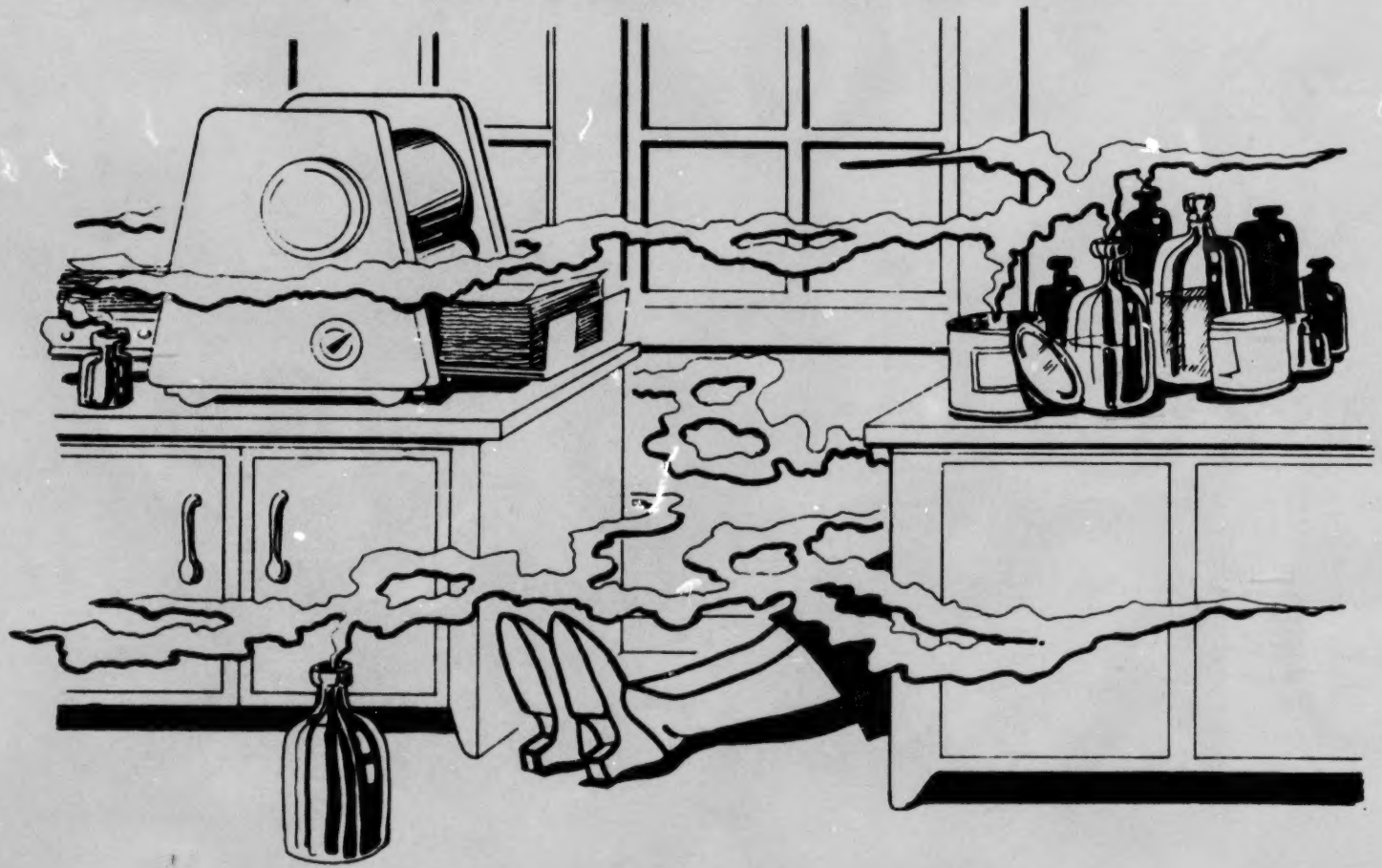


TM-2

II-15

BE SURE YOU HAVE PROPER VENTILATION

ASEGURE TENER UNA VENTA VENTILACIÓN APROPIADA



TM-3

UL-17

REMEMBER TO REMOVE UNSAFE JEWELRY AND WEARING APPAREL

RECUERDE QUITARSE JOYAS Y VISTUARIO QUE PUEDEN SER PELIGROSAS

TM-4

II-19

USE FLAMMABLE LIQUIDS SAFELY

USE LIQUIDOS FLAMABLES CON MUCHO QUIDADO

POST "NO SMOKING " SIGNS

CARTEL CON EL ANUNCIO DE NO FUME

KEEP FLAMMABLE LIQUIDS IN APPROVED CONTAINERS ONLY

USE SOLAMENTA CONTENIDOS QUE SON APROVADOS PARA LIQUIDOS FLAMABLES

REMEMBER - FLAMMABLE LIQUIDS GIVE OFF FLAMMABLE OR TOXIC VAPORS

RECUERDE QUE LOST LIQUIDOS FLAMABLES DESPIDEN HUMOS VENENOSOS

TM-5

II-21

READ AND HEED ALL LABELS–
THEY WILL WARN YOU, NOT HARM YOU

LEA Y SIGA INSTRUCCIÓNES EN LA ETIQUETA–

LE PREVERÁN, NO LE DANARÁN

TM-6

LEG POWER FOR LIFTING - NOT BACK POWER

PARA LEVANTAR QUALQUIER COSA HAGA FUERSA
CON LAS PIERNAS — NO CON LA CINTURA

TM-7

AVOID "POLITICKING"

EVITE DE IMPONER NOMAS PUNTO DE VISTA SUYOS!

TM-1

AVOID "PASSING THE BUCK"

EVITE DE NO PASAR LA RESPONSABILIDAD

28

29

IM-2

III-13

AVOID "APPLE POLISHING"

EVITE 'MANZANIAR'

30

31

TM-3

III-15

DON'T FORM "CLIQUES" OR "IN GROUPS"

NO FORME 'PANDIAS'

AVOID "GOSSIPING"

EVITE 'CHISMES'

33

34

TM-5

III-19

HOW WILL YOU SPEND YOUR GROOMING TIME?

¿COMO PASA USTED EL TIEMPO VISTIENDOSE Y AREGLANDOSE?

TM-1

IV-11

LET'S IMPROVE OUR LOOKS

VAMOS A MEJORAR NUESTRA APARENCIA

TM-2

IV-13

She knows the job all right. But I don't think she has ever taken a bath. I just don't want her hired for my department.

Ella conoce su trabajo bien.
Pero creo que nunca se baña.
No quiero que la ocúpen para mi departmento.

TM-3

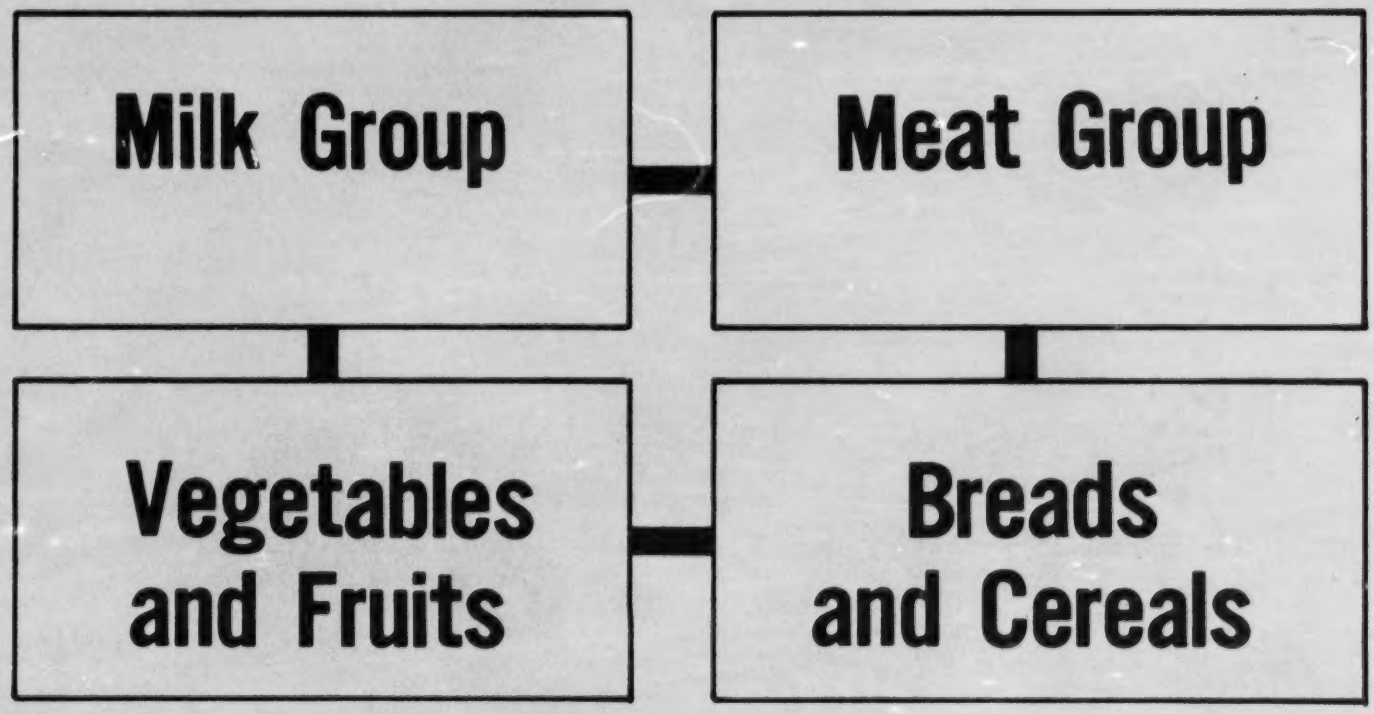
39

40

IV-15

BASIC FOOD GROUPS

GRUPOS BASICOS DE COMIDA



TM-4

41

IV-17

42

HEIGHT-WEIGHT-AGE TABLE FOR BOYS OF SCHOOL AGE
ESCALA DE ESTATURA PESO EDAD PARA MUCHACHOS DE EDAD ESCOLAR

Ht. Ins	5 Yrs	6 Yrs	7 Yrs	8 Yrs	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16 Yrs	17 Yrs	18 Yrs	19 Yrs	Ht. Ins
38	34	34														38
39	35	35														39
40	36	36														40
41	38	38	38													41
42	39	39	39	39												42
43	41	41	41	41												43
44	44	44	44	44												44
45	46	46	46	46	46											45
46	47	48	48	48	48											46
47	49	50	50	50	50	50										47
48		52	53	53	53	53										48
49		55	55	55	55	55	55									49
50		57	58	58	58	58	58	58								50
51			61	61	61	61	61	61								51
52			63	64	64	64	64	64	64							52
53			66	67	67	67	67	68	68							53
54				70	70	70	70	71	71	72						54
55				72	72	73	73	74	74	74						55
56				75	76	77	77	77	78	78	80					56
57					79	80	81	81	82	83	83					57
58					83	84	84	85	85	86	87					58
59						87	88	89	89	90	90	90				59
60						91	92	92	93	94	95	96				60
61							95	96	97	99	100	103	106			61
62							100	101	102	103	104	107	111	116		62
63							105	106	107	108	110	113	118	123	127	63
64								109	111	113	115	117	121	126	130	64
65								114	117	118	120	122	127	131	134	65
66									119	122	125	128	132	136	139	66
67									124	128	130	134	136	139	142	67
68										134	134	137	141	143	147	68
69										137	139	143	146	149	152	69
70										143	144	145	148	151	155	70
71										148	150	151	152	154	159	71
72											153	155	156	158	163	72
73											157	160	162	164	167	73
74											160	164	168	170	171	74

TM-5

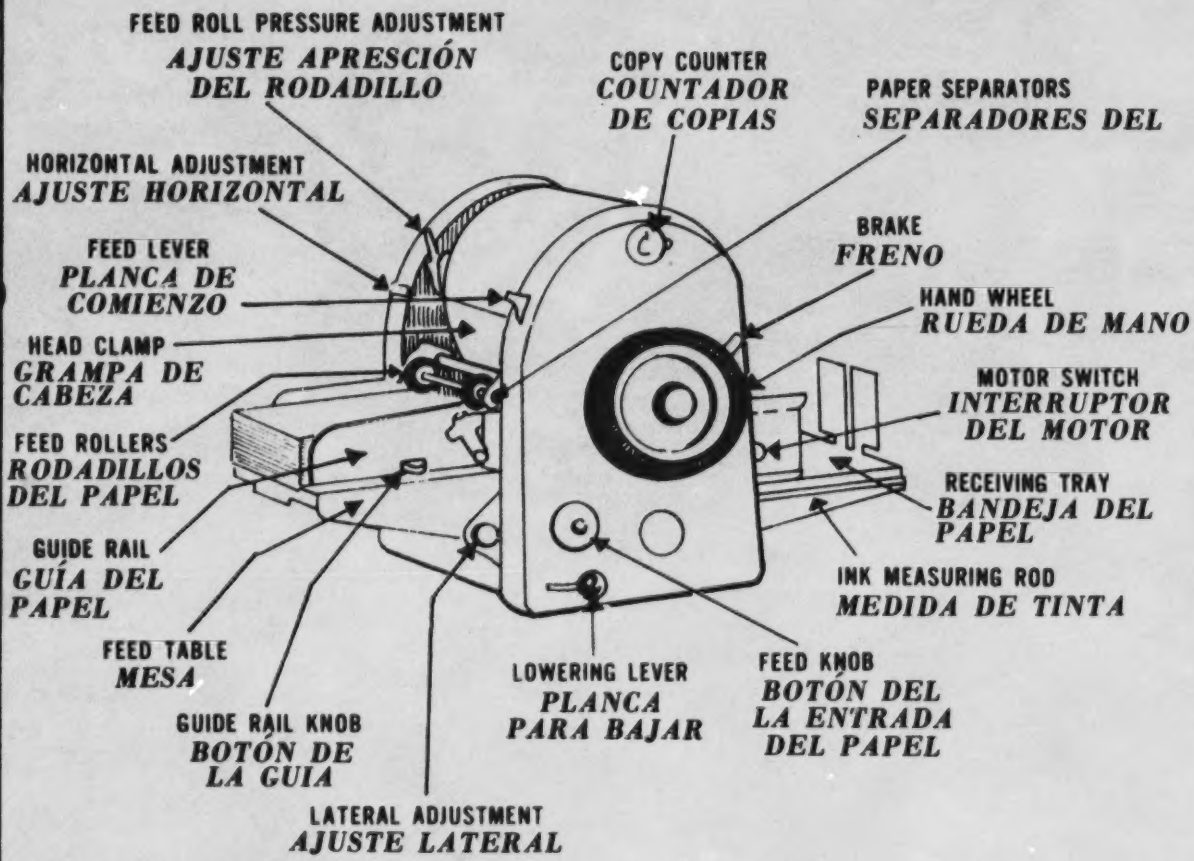
HEIGHT-WEIGHT-AGE TABLE FOR GIRLS OF SCHOOL AGE
ESCALA DE ESTATURA PESO EDAD PARA MUCHACHAS DE EDAD ESCOLAR

Ht. Ins	5 Yrs	6 Yrs	7 Yrs	8 Yrs	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16 Yrs	17 Yrs	18 Yrs	Ht. Ins
38	33	33													38
39	34	34													39
40	36	36	36												40
41	37	37	37												41
42	39	39	39												42
43	41	41	41	41											43
44	42	42	42	42											44
45	45	45	45	45	45										45
46	47	47	47	48	48										46
47	49	50	50	50	50	50									47
48		52	52	52	52	53									48
49		54	54	55	55	56	56								49
50		56	56	57	58	59	61	62							50
51			59	60	61	61	63	65							51
52			63	64	64	64	65	67							52
53			66	67	67	68	68	69	71						53
54				69	70	70	71	71	73						54
55				72	74	74	74	75	77	78					55
56					76	78	78	79	81	83					56
57					80	82	82	82	84	88	92				57
58						84	86	86	88	93	96				58
59						87	90	90	92	96	100	103	104		59
60						91	95	95	97	101	105	108	109	111	60
61							99	100	101	105	108	112	113	116	61
62							104	105	106	109	113	115	117	118	62
63								110	110	112	116	117	119	120	63
64								114	115	117	119	120	122	123	64
65								118	120	121	122	123	125	126	65
66									124	124	125	128	129	130	66
67									128	130	131	133	133	135	67
68									131	133	135	136	138	138	68
69										135	137	138	140	142	69
70										136	138	140	142	144	70
71										138	140	142	144	145	71

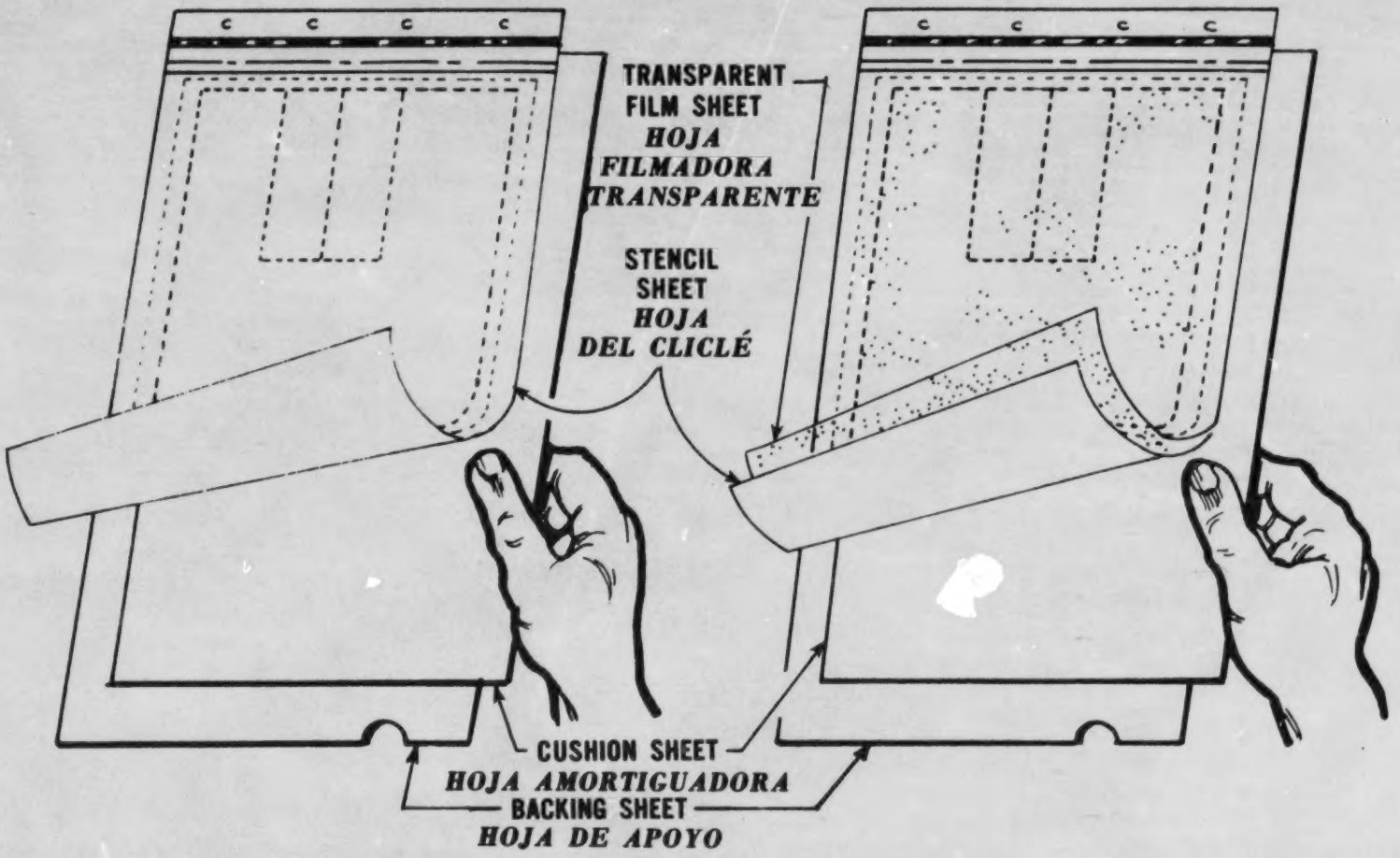
TM-6

STENCIL DUPLICATOR
(Mimeograph)

DUPLICADOR
MIMEOGRAFÓ



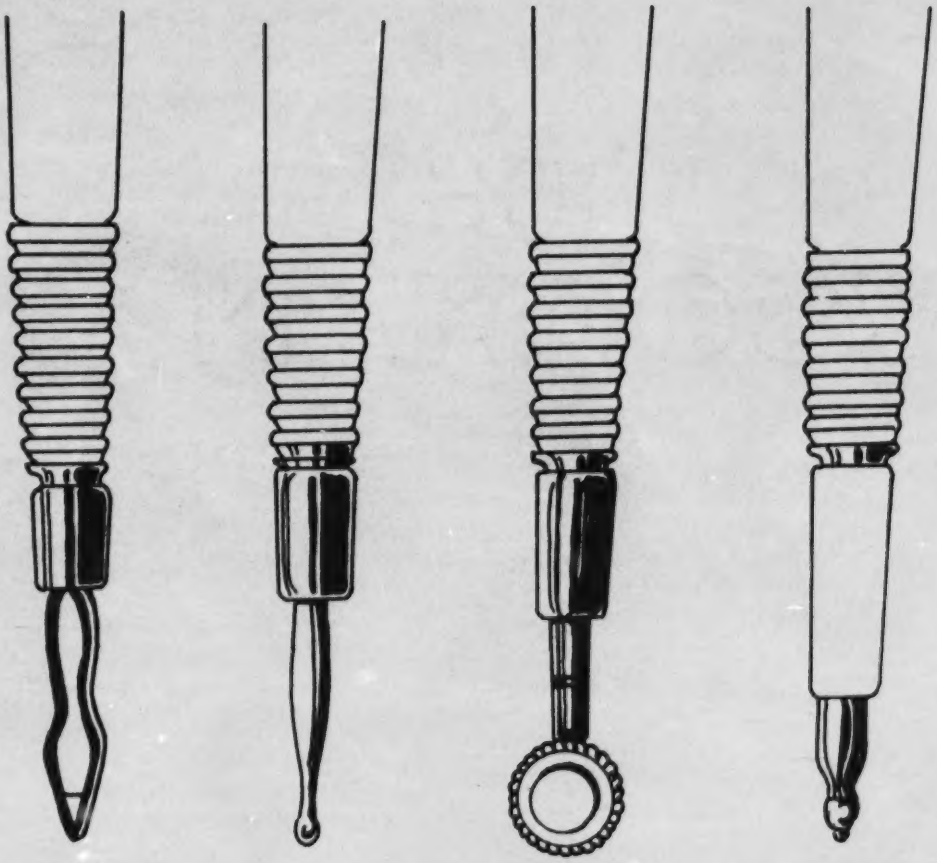
STENCIL PACK
COLOCACIÓN DEL CLICHÉ



TM-2

VII-15

TYPES OF STYLI
TIPOS DE ESTILO



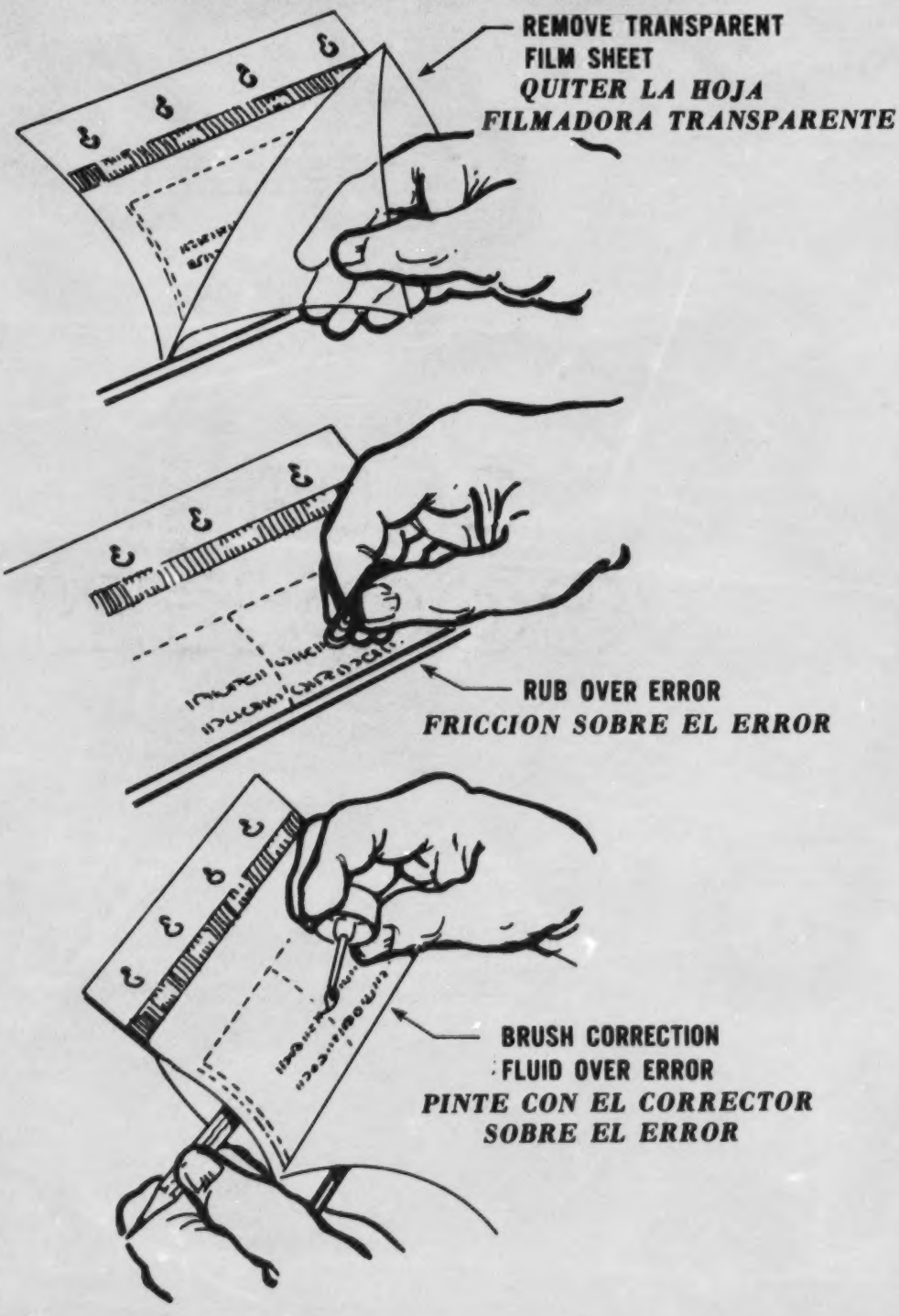
WIRE-LOOP
LAZADA DE ALAMBRE

BALL-POINT
PUNTA DE BOLA

WHEEL
RUEDA

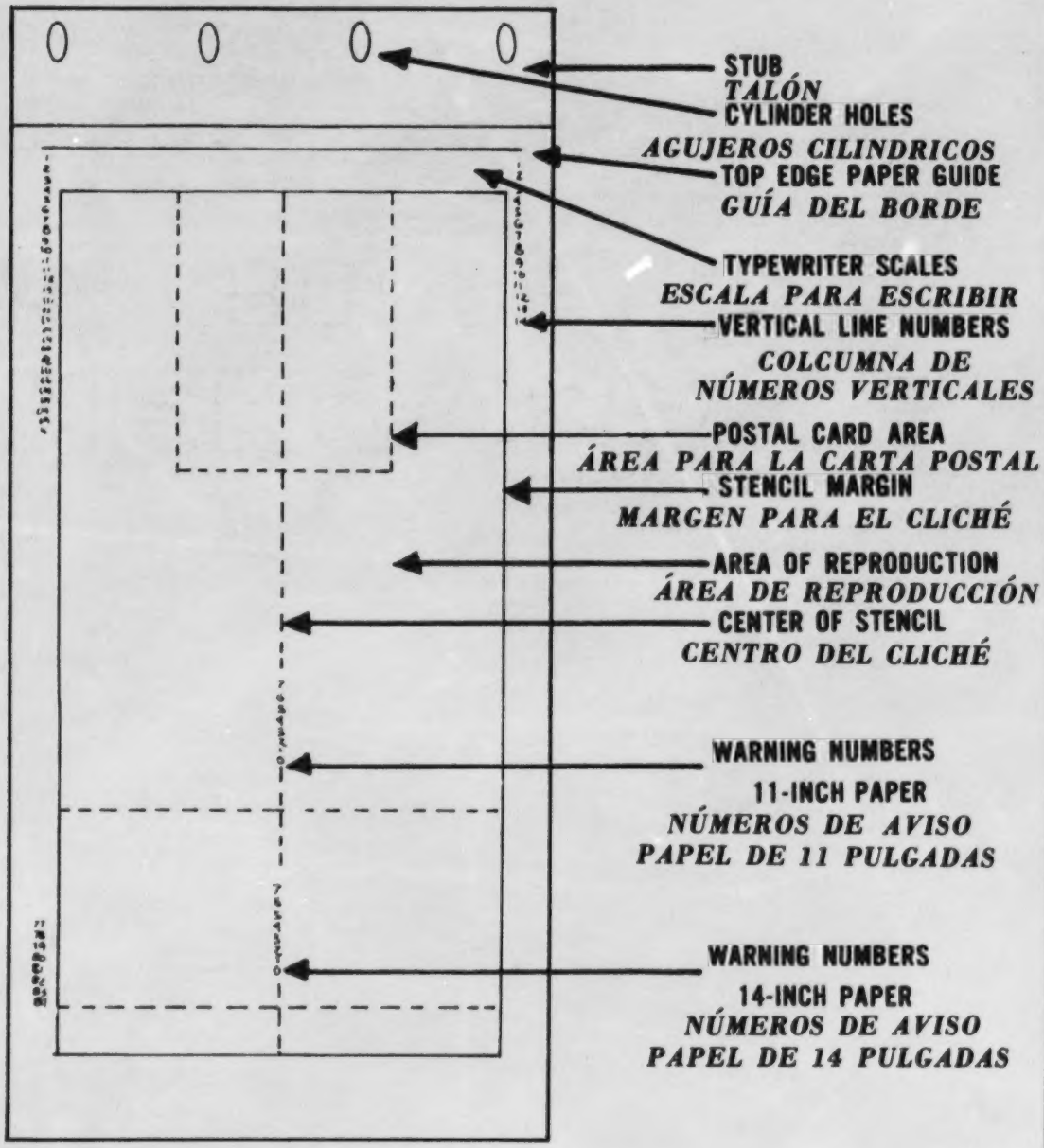
ROLL-POINT
PUNTO DE RODILLO

CORRECTING STENCIL
CORRIGIENDO LOS CLICHES


REMOVE TRANSPARENT FILM SHEET
QUITER LA HOJA FILMADORA TRANSPARENTE
RUB OVER ERROR
FRICCION SOBRE EL ERROR
BRUSH CORRECTION FLUID OVER ERROR
PINTE CON EL CORRECTOR SOBRE EL ERROR

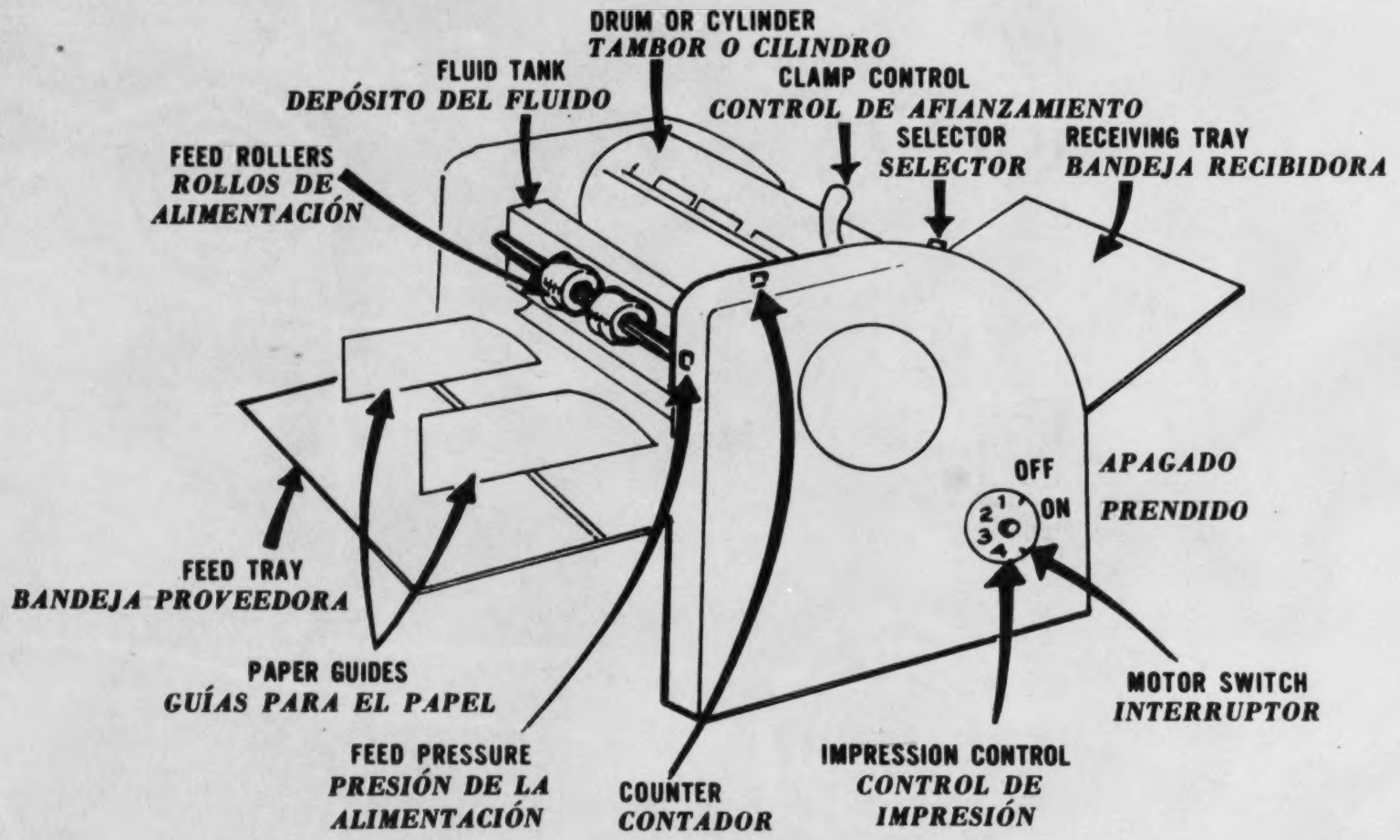
TM-4

STENCIL GUIDE MARKS
GUIA DEL CLICHÉ CON LAS MARCAS



TM-5

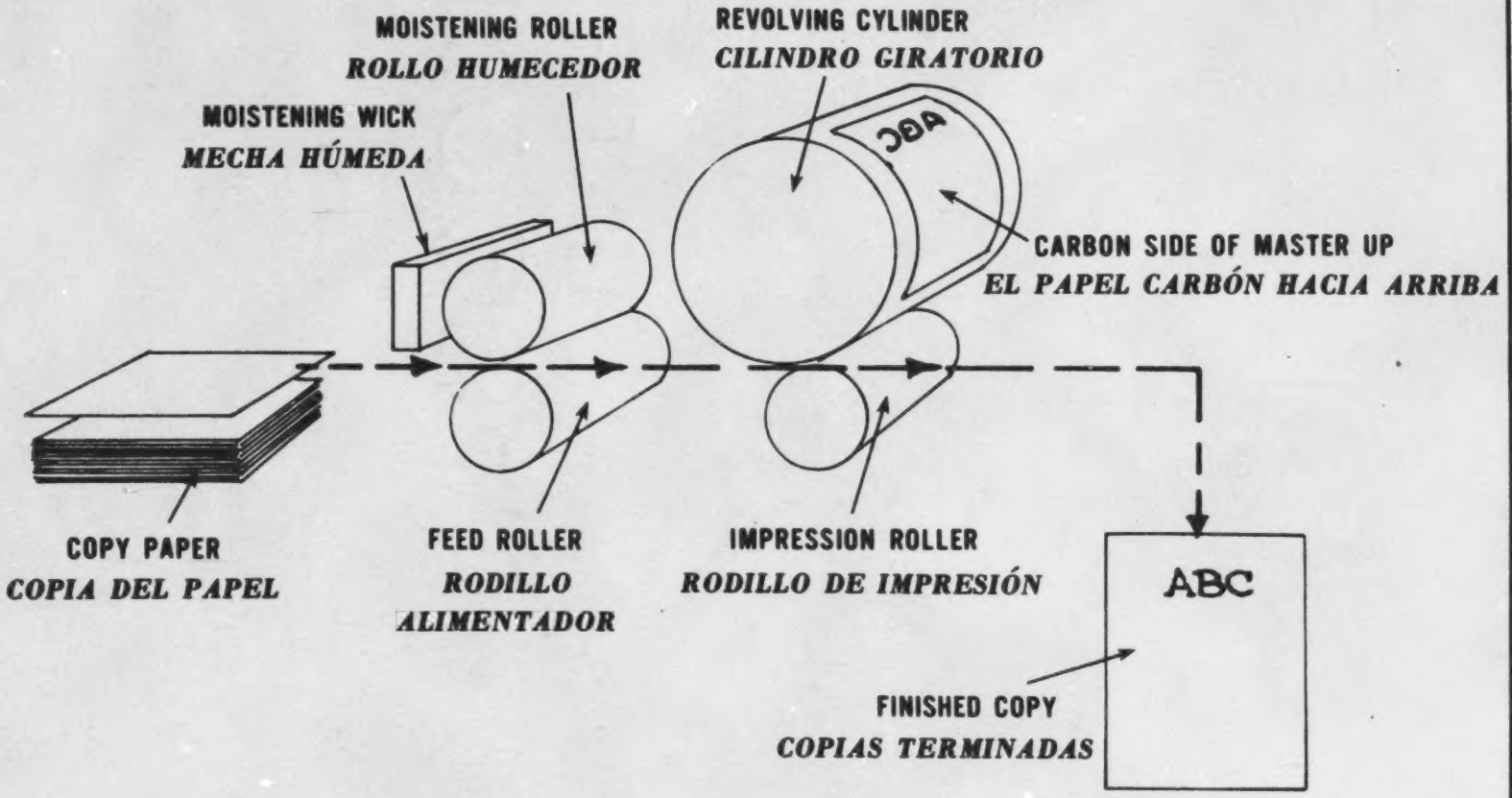
PARTS OF A FLUID DUPLICATOR
PARTES DE LA DUPLICACIÓN DEL LÍQUIDO



TM-1

VIII-9

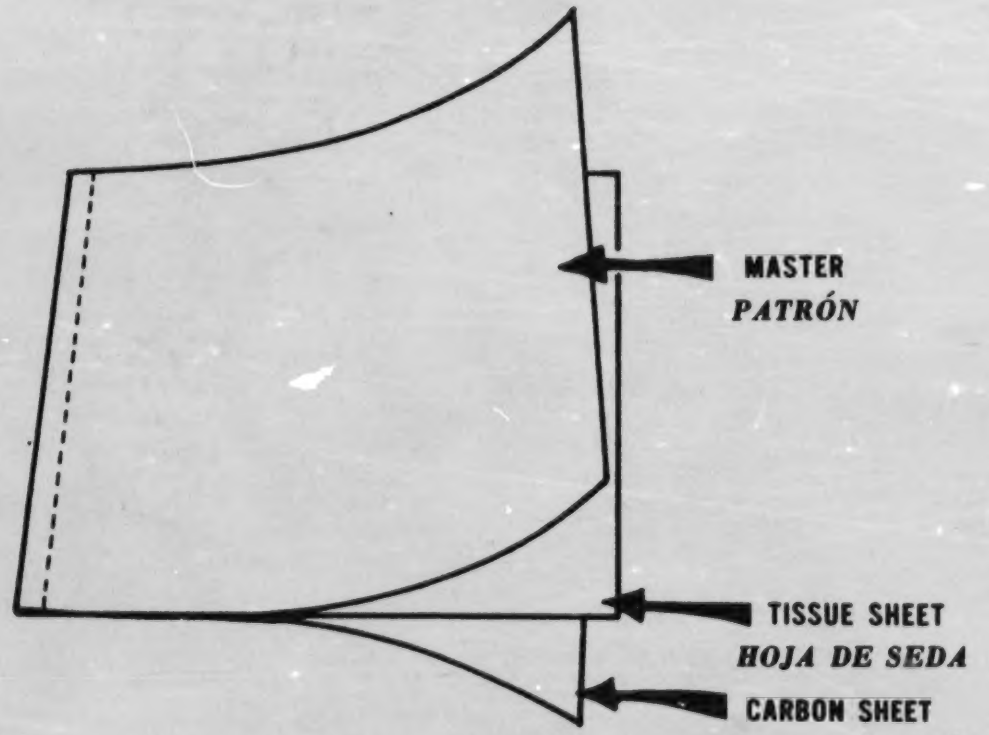
FLUID DUPLICATOR MACHINE PARTS
PARTES DE LA MAQUINA DUPLICADORA DEL LÍQUIDO



TM-2

VIII-11

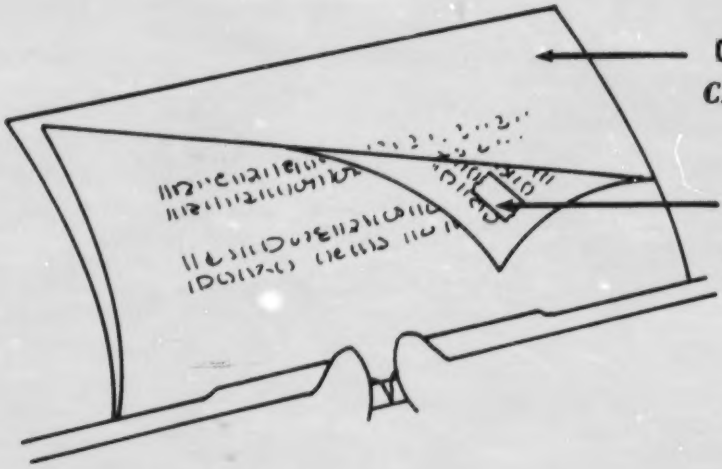
THE FLUID MASTER SET
PATRÓN DE JUEGO DEL LIQUIDO



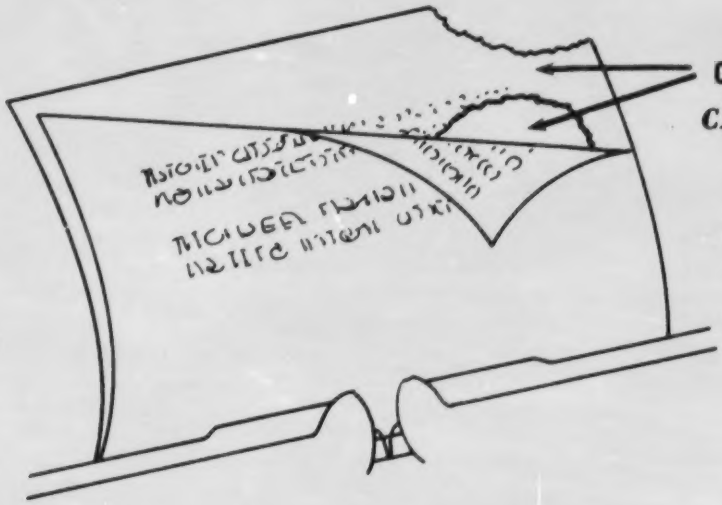
TM-3

VIII-13

CORRECTING MASTER SHEET
PATRÓN DE LA HOJA CORRECTIVA



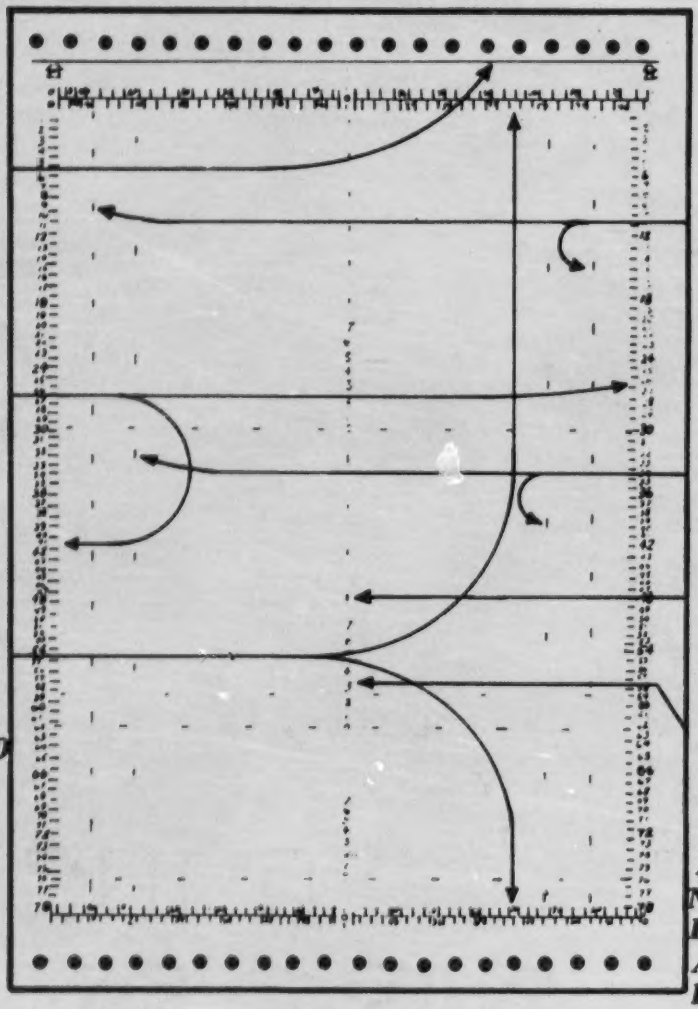
REMOVING ERROR ONLY
SOLO PARA QUITAR EL ERROR



REMOVING ERROR AND REPLACING A LETTER
QUITAR EL ERROR Y REEMPLAZAR LA CARTA

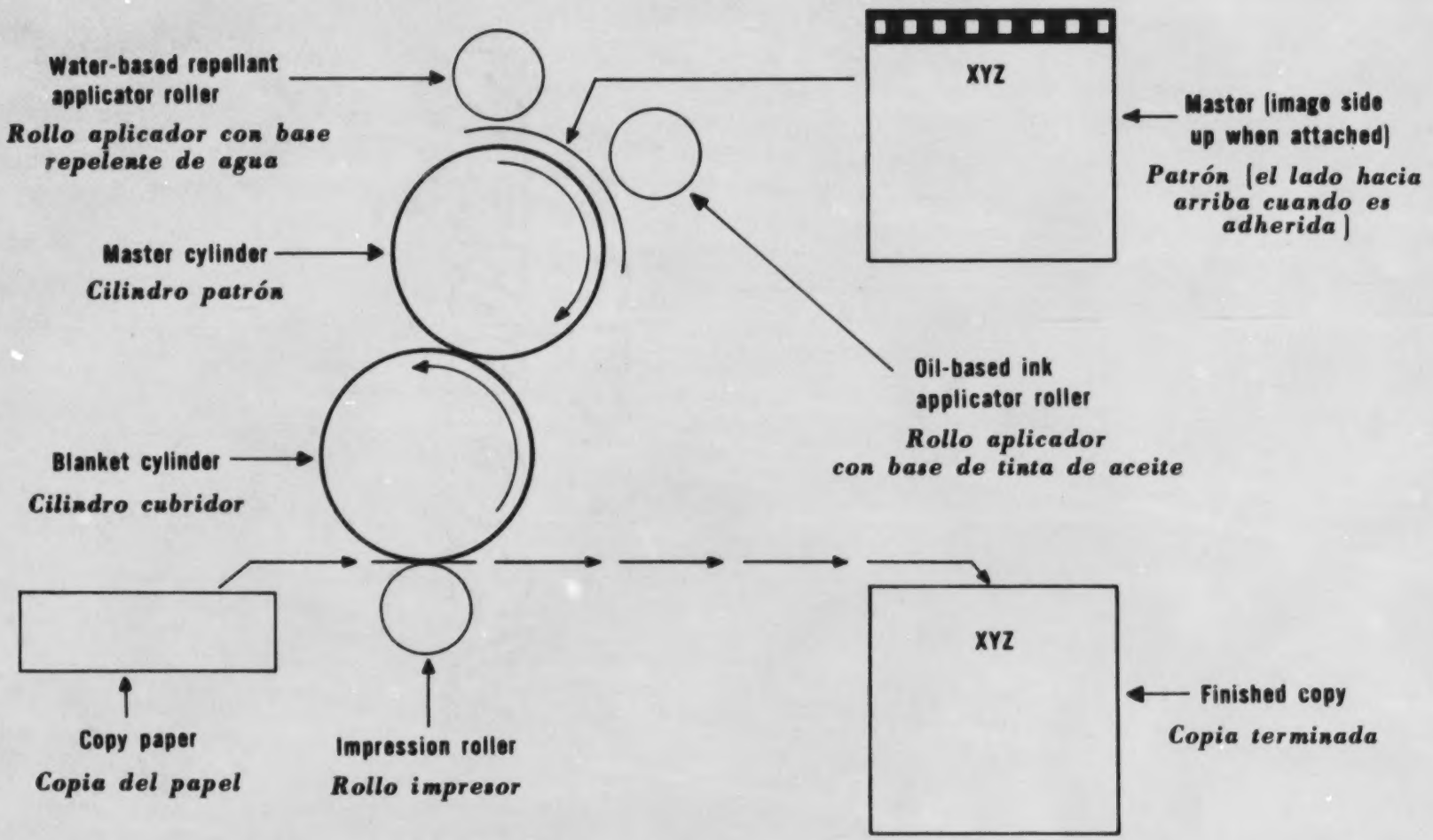
TM-4

DIRECT IMAGE PAPER MASTER
IMAGEN DIRECTA DEL PATRON



TM-1

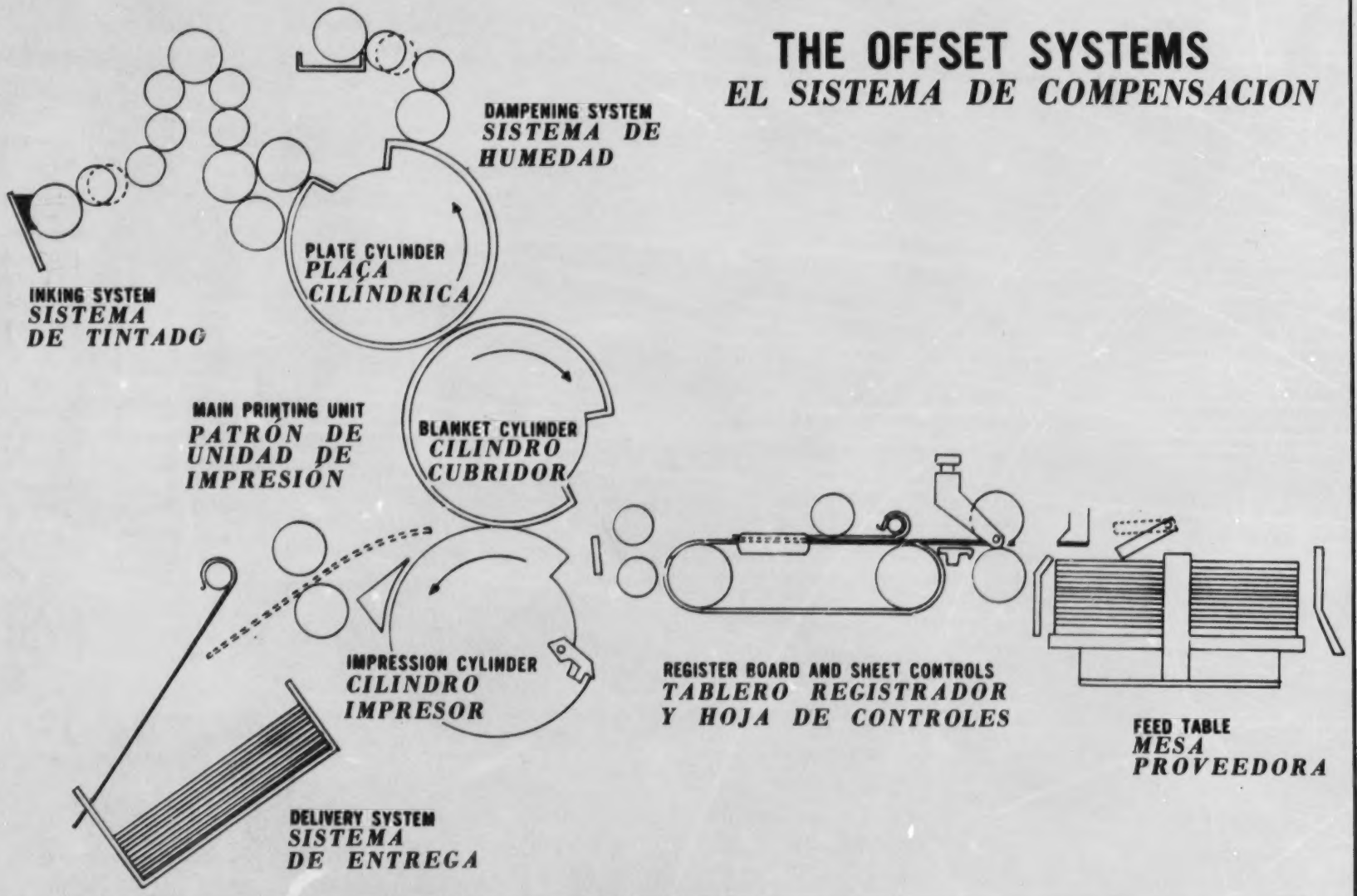
THE REVERSE IMAGE PROCESS
IMAGEN DEL PROCESAMIENTO DE INVERSIÓN



TM-2

IX-11

THE OFFSET SYSTEMS
EL SISTEMA DE COMPENSACION

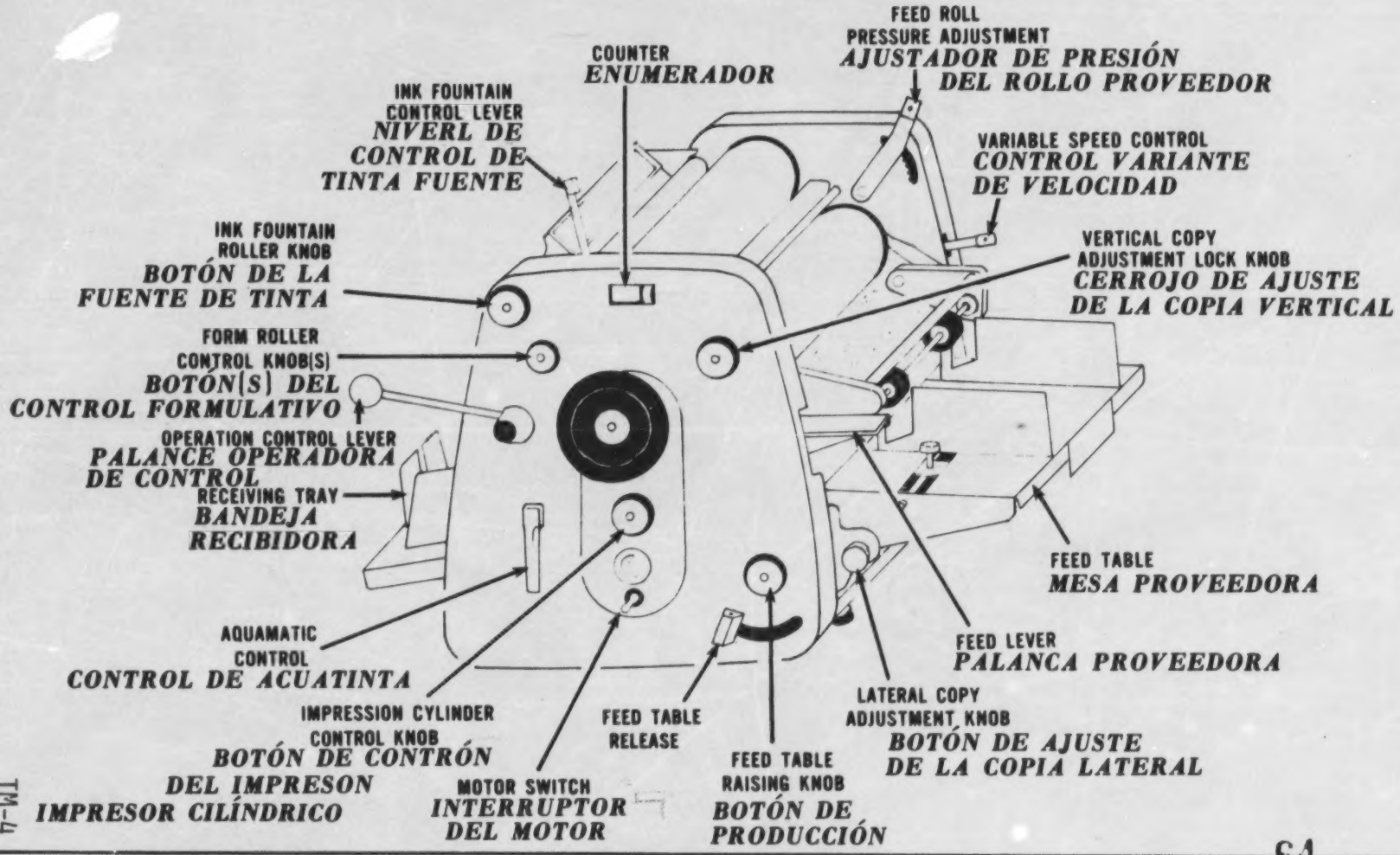


TM-3

IX-13

OFFSET DUPLICATOR PARTS

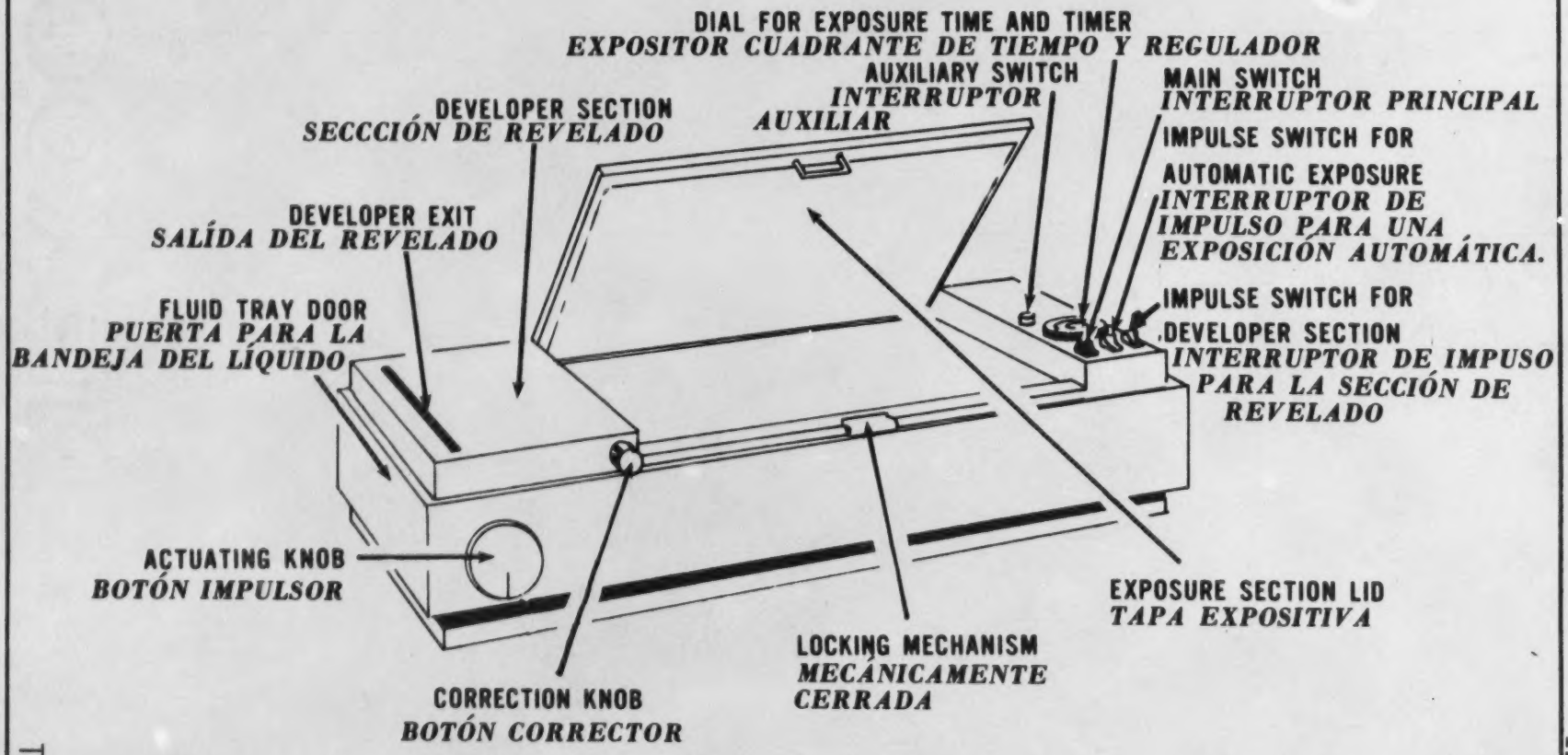
DESPLAZAMIENTO DE LAS PARTES DEL DUPLICADO



TM-4

IX-15

THE PLATEMAKER
PLANCHA ELECTROTÍPICA

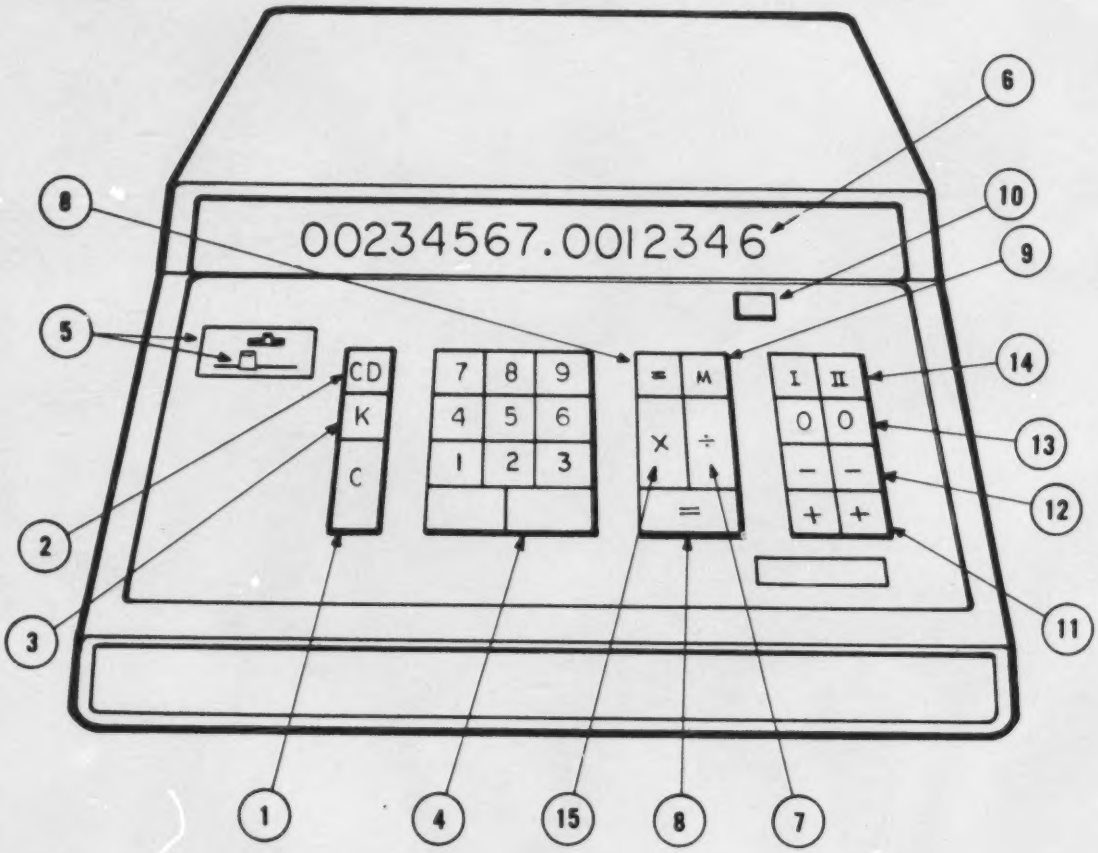


TM-5

IX-17

THE ELECTRONIC CALCULATOR

LA CALCULADORA ELECTRICA



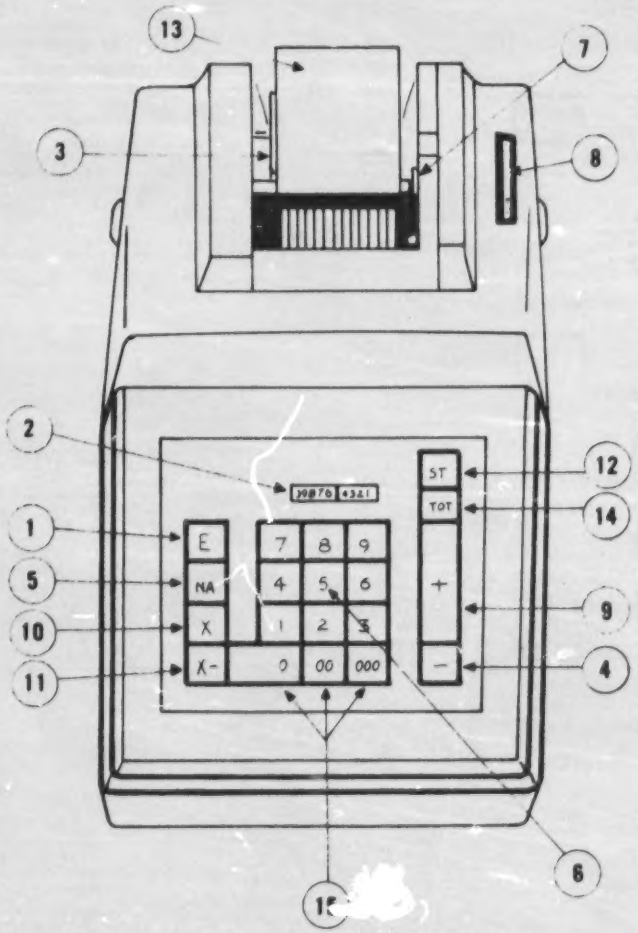
1. All Clear
2. Clear Display Key
3. Constant Key or Switch
4. Decimal Point Key
5. Decimal Point Selector
6. Display Screen
7. Division Key
8. Equals Key
9. From Memory
10. Memory Light
11. Memory Plus Key
12. Memory Minus Key
13. Memory Subtotal Keys
14. Memory Total Keys
15. Multiplication Key

1. *Borrar*
2. *Llave aclaradora de la pantalla visora*
3. *Llave constante o interruptor*
4. *Llave para el punto decimal*
5. *Punto de selección decimal*
6. *Pantalla exhibidora*
7. *Llave divisora*
8. *Llave de igual*
9. *Memoria*
10. *Luz de la memoria*
11. *Llave de la suma memorizante*
12. *Llave de la resta memorizante*
13. *Llaves de memoria del subtotal*
14. *Llaves de memoria para el total*
15. *Llaves de multiplicación*

TM-1

TEN-KEY ADDING MACHINE

10 CLAVES PARA LA MAQUINA DE SUMAR

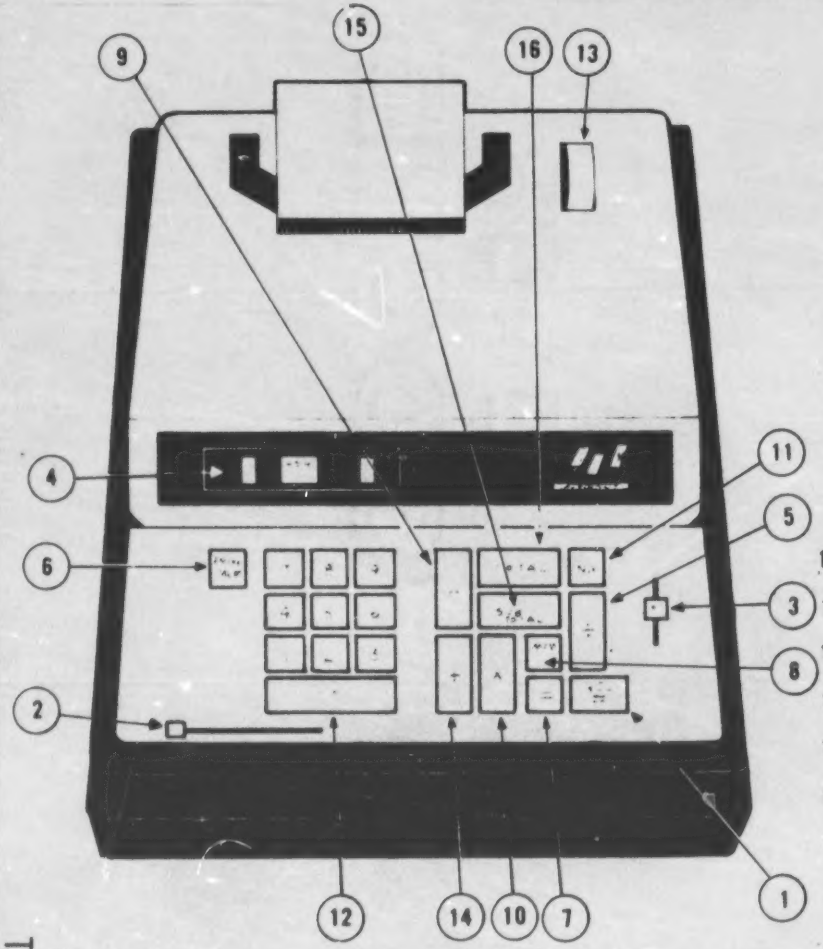


1	Clear Key (Lever)	*1. Llave aclaradora (palanca)*
2	Digit Indicator	*2. Indicador digital*
3	Line Space Selector	*3. Selector de lína espacial*
4	Minus Bar (Key)	*4. Barra de menos (llave)*
5	Non-Add Key	*5. Llave no sumadora*
6	Numerical Keys	*6. Llaves numéricas*
7	Paper Release Lever	*7. Palanca para soltar el papel*
8	Platen Knob	*8. Botón de clisé*
9	Plus Bar	*9. Barra sumadora*
10	Repeat Key	*10. Llave repetidora*
11	Repeat Subtract Key	*11. Llave repetidora de sustraer*
12	Subtotal Key	*12. Llave de subtotal*
13	Tape	*13. Cinta*
14	Total Bar (Key)	*14. Barra del total (llave)*
15	Zero Keys	*15. Llaves de los ceros*

TM-1

XI-9

MECHANICAL PRINTING CALCULATOR
CALCULADORA MECANICA DE IMPRESION



1	Accumulation Equals Key	*1. Llave acumulativa de iguales*
2	Clear Entry Key	*2. Llave aclaradora*
3	Decimal Selector	*3. Selector decimal*
4	Digit Indicator	*4. Indicadordigital*
5	Division Key	*5. Llave divisora*
6	Enter Memory Key	*6. Llave insertora de la memoria*
7	Equals Key	*7. Llave de iguales*
8	Memory Recall Key	*8. Llave recordatoria de la memoria*
9	Minus Key	*9. Llave de menos*
10	Multiplication Key	*10. Llave multiplicadora*
11	Non-Add Key	*11. Llave no sumadora*
12	Number Keys	*12. Llaves numéricas*
13	Platen Knob	*13. Botón de clisé*
14	Plus Key	*14. Llave de suma*
15	Subtotal Key	*15. Llave de subtotal*
16	Total Key	*16. Llave del total*

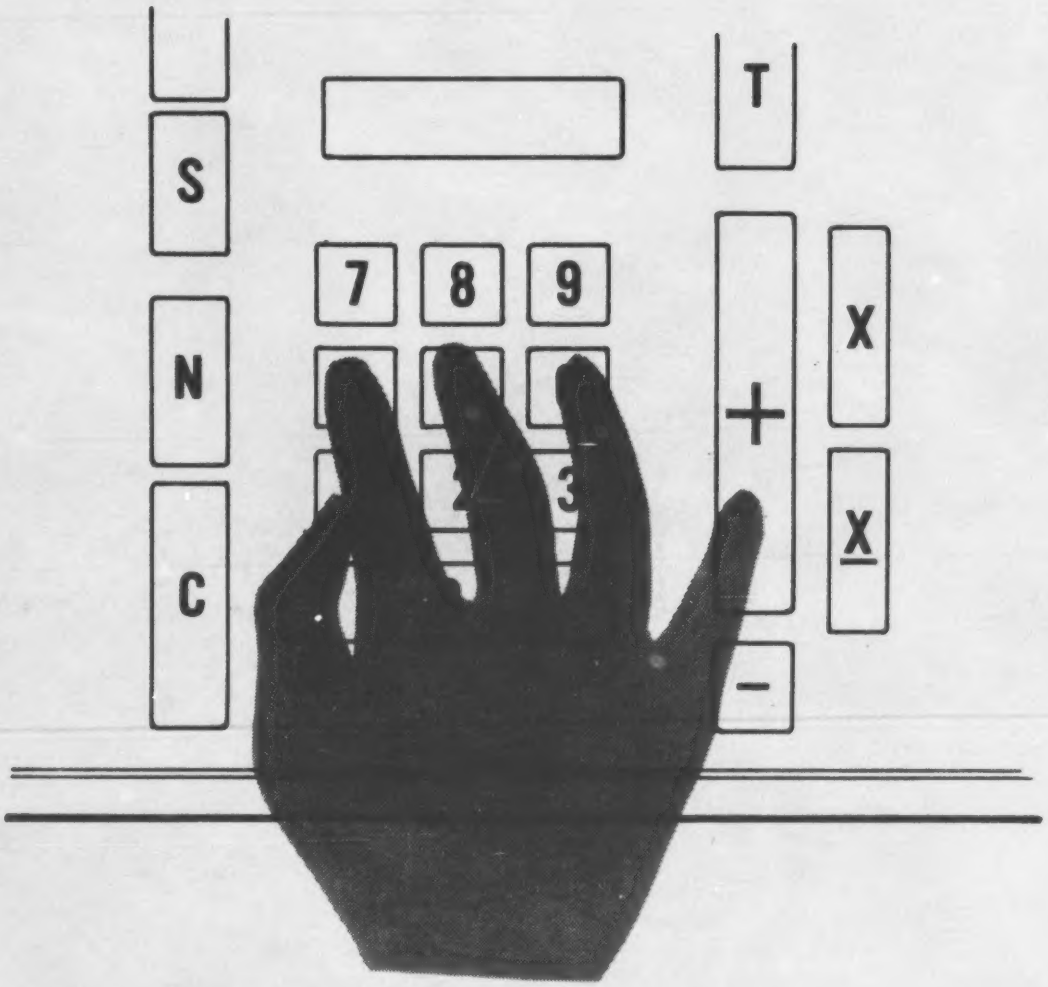
TM-2

XI-11

HOME KEY POSITION

Right Hand

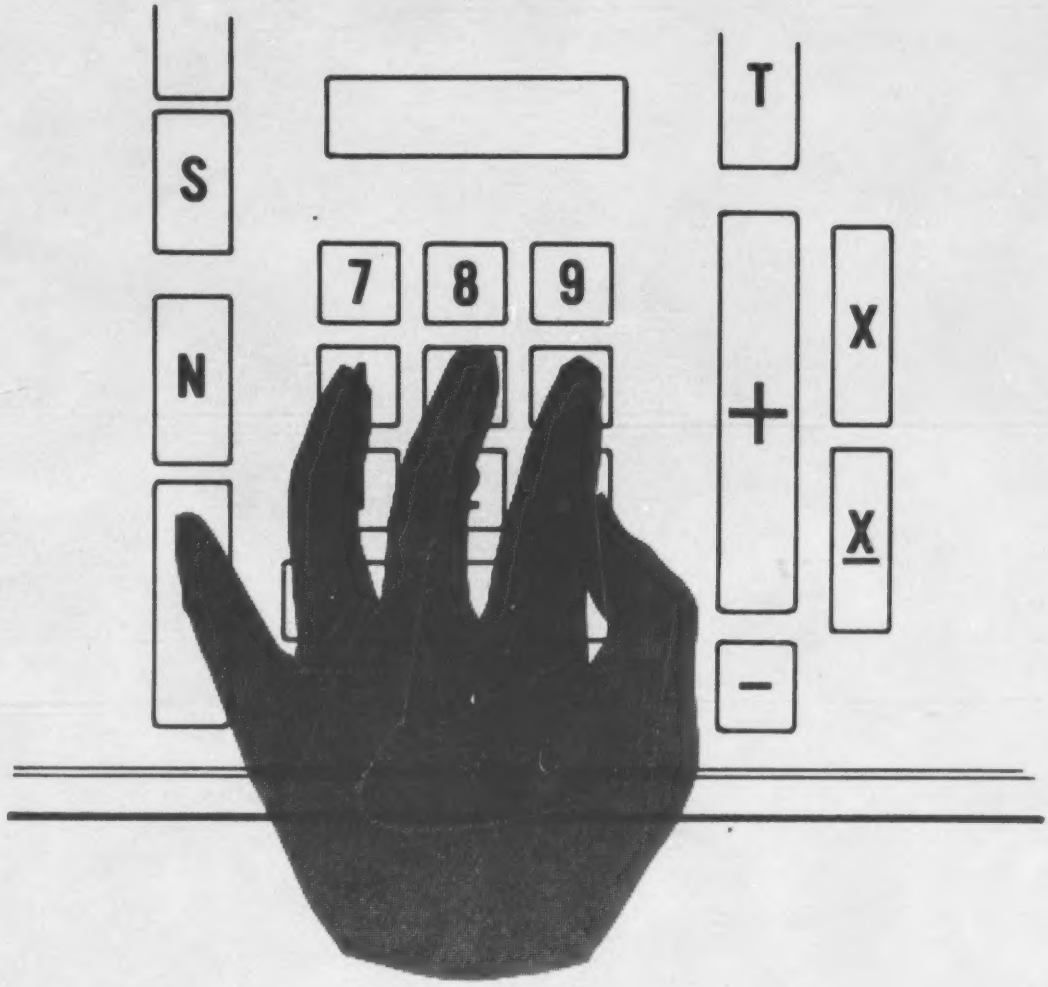
POSICIÓN DE DESCANSO DE LA MANO DERECHA



HOME KEY POSITION

Left Hand

POSICIOŃ DE DESCANSO DE LA MANO IZQUIERDA



RULE A

REGLA A

Each letter and each part of an individual's name is a separate indexing unit.

Cada carta y cada nombre individual es separado por el elemento de una índice

EXAMPLES
EJEMPLOS

1	2	3
JOHN	P.	JONES

1	2	3
J.	P.	JONES

RULE B

REGLA B

The surname becomes the first unit, the given name (or initial) becomes the second unit, and the middle name (or initial) becomes the third unit.

El apellido es primero, el nombre (ó inicial) es el segundo, y el segundo nombre (ó inicial) es el tercero.

EXAMPLES

EJEMPLOS

NAME *NOMBRE*	INDEXING UNITS *ÍNDICE* 1	2	3
JOHN P. JONES	JONES	JOHN	P.
JAMES Q. JOSEY	JOSEY	JAMES	Q.
RICHARD M. JOTTING	JOTTING	RICHARD	M.
DARRYL LEE	JUNCTION	DARRYL	LEE
T. Q. JUSTIN	JUSTIN	T.	Q.

TM-2

XII-13

RULE C
REGLA C

If two or more surnames are alike, , the order of filing is determined by the second unit.

If the second unit is alike, the filing order is determined by the third unit.

Si dos o más apellidos son idénticos, el orden para archivar se determina por el segundo elemento.

Si el segundo elemento es idéntico, el orden para archivar es determinado por el tercer elemento.

EXAMPLES
EJEMPLOS

Johnson, James T.

Johnson, Raymond A.

Johnson, Raymond B.

RULE D
REGLA D

A surname with only an initial comes before a surname with a complete first name.
Un apellido con una sola inicial es seguido antes de un apellido con el primer nombre completo.

EXAMPLES
EJEMPLOS

NAME *NOMBRE*	INDEXING UNITS *ÍNDICE DE LOS ELEMENTOS* 1	2	3
R. JONES	JONES	R.	
R. M. JONES	JONES	R.	M.
RAY JONES	JONES	RAY	

RULE E
REGLA E

A foreign particle (prefix) or a foreign article is combined with that part of the name following it to form a single indexing unit.

Una partícular extranjera (prefijo) ó artículo extranjero es combinado esa parte con el nombre seguido con la forma de un solo elemento

EXAMPLES
EJEMPLOS

NAME *NOMBRE*	INDEXING UNITS *ÍNDICE DE LOS ELEMENTOS* 1	2	3
C. A. VAN HAVEN	VAN HAVEN	C.	A.
JOHN E. VON ASPERN	VON ASPERN	JOHN	E.
JAMES D. LA FONT	LA FONT	JAMES	D.
MICHAEL LE BLANC	LE BLANC	MICHAEL	
HAROLD G. McDONALD	McDONALD	HAROLD	G.

RULE F

REGLA F

A title or a degree is written in parentheses at the end of the name for identification purposes

Un título ó un grado es escrito entre paréntesis al finalizar el nombre con el propósito de identificación

EXAMPLES

EJEMPLOS

NAME *NOMBRE*	INDEXING *ÍNDICE*
KATE JACKSON, ED. D.	JACKSON, KATE (ED. D.)
DR. FRANK L. INLOW	INLOW, FRANK L. (DR.)
REV. L. D. EULESS	EULESS, L. D. (REV.)
SIR KINGWAY	SIR KINGWAY
LORD BALTIMORE	LORD BALTIMORE

A name consisting of a title followed by only one name is indexed in the order it is written.

Consistente a un nombre con título enseguida de un sólo nombre es escrito en el orden del índice.

RULE G
REGLA G

Seniority titles are not considered as indexing units but are identifying elements when determining correct order.

Títulos de prioridad no son considerados como índices de los elementos, pero son elementos identificados cuando determinan el orden correcto.

EXAMPLES
EJEMPLOS

NAME *NOMBRE*	INDEXING UNITS *ÍNDICE DE LOS ELEMENTOS*	
	1	2
CHARLES RANDOLPH JR.	RANDOLPH	CHARLES (JR.)
CHARLES RANDOLPH SR.	RANDOLPH	CHARLES (SR.)
ALLEN R. RUDOLPH I	RUDOLPH	ALLEN (I)
ALLEN R. RUDOLPH II	RUDOLPH	ALLEN (II)
ALLEN R. RUDOLPH III	RUDOLPH	ALLEN (III)

RULE H

REGLA H

Addresses determine filing order when full names are identical, but are not considered indexing units.

El orden de archivo de las direcciones son determinadas cuando los nombres completos son idénticos, pero no son considerados índice de los elementos

EXAMPLES

EJEMPLOS

ROBERT	L.	SMITH,	GARLAND,	TX.
ROBERT	L.	SMITH,	GARY,	IN.

TM-8

XII-25

RULE I
REGLA I

Hyphenated surnames are treated as separate indexing units.
Apellidos con guión son considerados como elementos separados del índice.

EXAMPLES
EJEMPLOS

NAME *NOMBRE*	INDEXING UNITS *ÍNDICE DE LOS ELEMENTOS* 1	2	3
RUTH GOZ-WARE	GOZ	WARE	RUTH
VICTOR CROS-VOGAL	CROS	VOGAL	VICTOR
JEAN HOLTZ-BORG	HOLTZ	BORG	JEAN

TM-9

RULE J
REGLA J

A woman's married or maiden name is used for filing purposes.

Nombres de mujeres casadas ó solteras son utilizados con propósitos de archivo

EXAMPLES
EJEMPLOS

NAME *NOMBRE*	INDEXING UNITS *ÍNDICE DE LOS ELEMENTOS* 1	2	3
JANE ANN CLARK	CLARK	JANE ANN	ALLEN (MRS.)
MRS. LOUISE ALLEN FONTZ	FONTZ	LOUISE	
MRS. HAROLD ROLLINS (JACKIE)	ROLLINS	JACKIE (MRS.)	
MRS. ROBERT SMITH (KAY LEE)	SMITH	KAY LEE (MRS.)	
FILED UNDER *ARCHÍVARLO ABAJO*	CROSS-REFERENCED UNDER *ABAJO CONTRARREFERENCIA*		
ROLLINS, JACKIE (MRS.)	ROLLINS, HAROLD (MRS.)		
SMITH, KAY LEE (MRS.)	SMITH, ROBERT (MRS.)		

TM-10

XII-29

RULE K
REGLA K

With unusual names, the last unit as it appears in written form is used as the surname.
Con nombres inusuales, el último elemento que aparece escrito es usado como apellido.

EXAMPLES
EJEMPLOS

NAME *NOMBRE*	FILED UNDER *ARCHIVARLO BAJO*	CROSS-REFERENCE *CONTRARREREFENCIA*
HARRISON LYMAN	LYMAN, HARRISON	HARRISON, LYMAN
SESSION PHILLIP	PHILLIP, SESSION	SESSION, PHILLIP

CROSS-REFERENCING

MARRIED WOMEN'S NAMES
CONTRARREFERENCIA DE LOS NOMBRES DE MUJERES CASADAS

Smith, Kay Lee I

Mrs. Robert Smith
526 Lanewood Drive
Oakland, CA 94601

ORIGINAL CARD
TARJETA ORIGINAL

Smith, Robert (Mrs.) Ix

526 Lanewood Drive
Oakland, CA 94601

SEE—*VEA*
Smith, Kay Lee

CROSS-REFERENCE CARD
TARJETA DE CONTRARREFERENCIA

TM-12

CROSS-REFERENCING UNUSUAL NAMES
CONTRARREFERENCIA DE NOMBRES INUSUALES

Son, Gen (Dr.) 51

Dr. Gen Son
594 Medical Towers
Burlingame, CA 94010

ORIGINAL CARD
TARJETA ORIGINAL

Gen Son (Dr.) 51x

594 Medical Towers
Burlingame, CA 94010

SEE—*VEA*
Son, Gen (Dr.)

CROSS-REFERENCE CARD
TARJETA DE CONTRARREFERENCIA

INDEXING PERSONAL NAMES CONTAINED IN BUSINESS NAMES

ÍNDICE DE NOMBRES PERSONALES QUE ENCIERRAN LOS NOMBRES DE NEGOCIOS

EXAMPLES

EJEMPLOS

	ALPHABETIC FILING ORDER *ORDEN ALFABÉTICO PARA ARCHIVAR*			
	1	2	3	4
JAMIE JONES PET SUPPLIES	JONES	JAMIE	PET	SUPPLIES
A.F. KITCHEN, INC.	KITCHEN	A.	F.	INC.
MR. LANNY FARM SUPPLIES	MR.	LANNY	FARM	SUPPLIES

(Note: A letter or unit underlined indicates the alphabetic filing sequence.)
(*Nota una letra ó el elemento subrayado indica la secuencia alfabética a seguir*)

TM-1

XIII-11

INDEXING IDENTICAL BUSINESS NAMES

INDICE IDENTICO PARA NOMBRES DE NEGOCIOS

EXAMPLES
EJEMPLOS

	ALPHABETIC FILING ORDER *ORDEN ALFABÉTICO PARA ARCHIVAR*		IDENTIFYING ELEMENTS *ELEMENTOS IDÉNTOS*
	1	2	
CHURCH'S CHICKEN 111 DOW DRIVE ATHENS, TEXAS 79904	CHURCH ('S)	CHICKEN	111 DOW DRIVE ATHENS, TEXAS 79904
CHURCH'S CHICKEN 235 FERN CIRCLE BILOXI, MS 39580	CHURCH ('S)	CHICKEN	235 FERN CIRCLE BILOXI, MS 39580
CHURCH'S CHICKEN 1021 PASTURETTI ST. PASCAGOULA, MS 39775	CHURCH ('S)	CHICKEN	1021 PASTURETTI ST. PASCAGOULA, MS 39775
CHURCH'S CHICKEN 15000 PASTURETTI ST. PASCAGOULA, MS 39775	CHURCH ('S)	CHICKEN	15000 PASTURETTI ST. PASCAGOULA, MS 39775

TM-2

XIII-13

INDEXING ARTICLES, PREPOSITIONS, AND CONJUNCTIONS

ÍNDICE DE ARTÍCULOS, PREPOSICIONES, Y CONJUNCIONES

EXAMPLES

EJEMPLOS

ALPHABETIC FILING ORDER

ORDEN ALFABÉTICO PARA ARCHIVAR

	1	2	3	4
HOUSE OF LEE	HOUSE (OF)	LEE		
OF ALL TIME SHOP	OF	ALL	TIME	SHOP
THE POT SHOPPE	POT	SHOPPE (THE)		

TM-3

XIII-15

INDEXING ABBREVIATIONS

ÍNDICE DE ABREVIACIONES

EXAMPLES

EJEMPLOS

ALPHABETIC FILING ORDER

ORDEN ALFABÉTICO PARA ARCHIVAR

	1	2	3
A.R. INC.	A.	R.	INCORPORATED
BROWN BROS. SHOES	BROWN	BROTHERS	SHOES
GOV'T SUPPLIES	GOVERNMENT	SUPPLIES	

TM-4

XIII-17

INDEXING SINGLE LETTERS

ÍNDICE DE LETRAS SOLAS

EXAMPLES

EJEMPLOS

	ALPHABETIC FILING ORDER *ORDEN ALFABÉTICO PARA ARCHIVAR*				
	1	2	3	4	5
A B C NURSERY SCHOOL	A	B	C	NURSERY	SCHOOL
A B PRINTERS	A	B	PRINTERS		
A. C. AIR FILTERS	A	C	AIR	FILTERS	
L-M MANUFACTURERS	L	M	MANUFACTURERS		

TM-5

XIII-19

INDEXING HYPHENATED BUSINESS NAMES

ÍNDICE DE SEPARACIÓN CON GUIONES EN NOMBRES DE NEGOCIOS

EXAMPLES
EJEMPLOS

	ALPHABETIC FILING ORDER *ORDEN ALFABÉTICO PARA ARCHIVAR*		
	1	2	3
NORTH-EAST DISTRIBUTORS	NORTH-EAST	DISTRIBUTORS	
OPEN-DOOR SCHOOL	OPEN-	DOOR	SCHOOL
PARTY PAK-AGE	PARTY	PAK-AGE	
QUICK-STOP	QUICK-	STOP	

INDEXING WORDS CONSIDERED AS ONE

ÍNDICE DE PALABRAS CONCIDERADAS COMO UNA SOLA

EXAMPLES

EJEMPLOS

	ALPHABETIC FILING ORDER *ORDEN ALFABÉTICO PARA ARCHIVAR*			
	1	2	3	
GM & O RAILROAD	G	M (&)	O	RAILROAD
LAKESIDE SHOPPING CENTER	LAKESIDE	SHOPPING	CENTER	
NORTHEAST TIMES	NORTHEAST	TIMES		

INDEXING NUMBERS & SYMBOLS

ÍNDICE DE NÚMEROS Y SIMBOLOS

EXAMPLES

EJEMPLOS

ALPHABETIC FILING ORDER

ORDEN ALFABÉTICO PARA ARCHIVAR

	1	2	3	4
COURT OF TWO SISTERS RESTAURANT	COURT (OF)	TWO	SISTERS	RESTAURANT
4900 CLUB	FORTY-NINE HUNDRED	CLUB		
19TH CENTURY ANTIQUES	NINETEENTH	CENTURY	ANTIQUES	
ONE SHELL SQUARE	ONE	SHELL	SQUARE	

TM-8

XIII-25

INDEXING POSSESSIVES

ÍNDICE DE POSESIVOS

EXAMPLES
EJEMPLOS

ALPHABETIC FILING ORDER

ORDEN ALFABÉTICO PARA ARCHIVAR

	1	2	3
GOLDMAN'S INC.	GOLDMAN ('S)	INCORPORATED	
HOAGIES' SANDWICH SHOP	HOAGIES'	SANDWICH	SHOP
KEN'S PIZZA PALACE	KEN ('S)	PIZZA	PALACE

TM-9

INDEXING COMPOUND GEOGRAPHIC BUSINESS NAMES

ÍNDICE GEOGRÁFICO COMPUESTO CON NOMBRES DE NEGOCIOS

EXAMPLES

EJEMPLOS

	ALPHABETIC FILING ORDER *ORDEN ALFABÉTICO PARA ARCHIVAR*			
	1	2	3	4
BATON ROUGE OIL CO.	BATON	ROUGE	OIL	COMPANY
BAYOU LA FOURCHE DRILLERS	BAYOU	LA FOURCHE	DRILLERS	
BEAR MOUNTAIN RESORT	BEAR	MOUNTAIN	RESORT	
FORT PICKENS MUSEUM	FORT	PICKENS	MUSEUM	
ROCKWOOD SAND CO.	ROCKWOOD	SAND	COMPANY	

TM-10

XIII-29

INDEXING FOREIGN BUSINESS NAMES

ÍNDICE DE NOMBRES DE NEGOCIOS EXTRANJEROS

EXAMPLES

EJEMPLOS

ALPHABETIC FILING ORDER

ORDEN ALFABÉTICO PARA ARCHIVAR

	1	2	3
LAS VEGAS VENDORS	LAS VEGAS	VENDORS	
LE MANS JEWELERS	LE MANS	JEWELERS	
LEYTE GULF FISHERIES	LEYTE	GULF	FISHERIES
LIVONIA TRAVEL AGENCY	LIVONIA	TRAVEL	AGENCY
PUERTO LA CRUZ DIVERS	PUERTO	LA CRUZ	DIVERS
RIO DE ORO WOODWORKERS	RIO	DE ORO	WOODWORKERS

TM-11

XIII-31

CROSS-REFERENCING BUSINESS NAMES

CONTRARREFERENCIA DE NOMBRES DE NEGOCIOS

Combined Surnames In A Business Name

Combinacion De Apellidos En Un Nombre De Negocios

EXAMPLES

EJEMPLOS

ORIGINAL *ORIGINAL*	CROSS-REFERENCE *CONTRARREFERENCIA*
LAMB, KNIGHT, & BLACK	BLACK, LAMB, & KNIGHT ACCOUNTANTS SEE KNIGHT, BLACK, & LAMB ACCOUNTANTS
	KNIGHT, BLACK, & LAMB ACCOUNTANTS SEE KNIGHT, BLACK, & LAMB ACCOUNTANTS

Businesses With More Than One Name

Negocios Con Mas De Un Nombre

EXAMPLES

EJEMPLOS

ORIGINAL *ORIGINAL*	CROSS-REFERENCE *CONTRARREFERENCIA*
HOAGIES'	HOAGIES' SANDWICH SHOP SEE HOAGIES'
THE CO-OP	THE CO-OPERATIVE REGISTER SEE THE CO-OP

TM-12

XIII-33

CROSS-REFERENCING BUSINESS NAMES

CONTRARREFERENCIA DE NOMBRES DE NEGOCIOS

Branches Or Affiliates Of Businesses

Sucursales O Asociaciones De Negocios

EXAMPLE
EJEMPLOS

ORIGINAL *ORIGINAL*	CROSS-REFERENCE *CONTRARREFERENCIA*
THE SOUTHWESTERN COMPANY	THE TIMES-MIRROR CORPORATION SEE THE SOUTHWESTERN COMPANY

Unusual Or Difficult Name Combinations

Extraño O Difícil Combinación Del Nombre

EXAMPLE
EJEMPLOS

ORIGINAL *ORIGINAL*	CROSS-REFERENCE *CONTRARREFERENCIA*
LEE JAMES & COMPANY	JAMES, LEE & COMPANY SEE LEE JAMES & COMPANY

CROSS-REFERENCING BUSINESS NAMES

CONTRARREFERENCIAS DE NOMBRES DE NEGOCIOS

Initials And Abbreviations

Iniciales Y Abreviacions

EXAMPLE

EJEMPLOS

ORIGINAL *ORIGINAL*	CROSS-REFERENCE *CONTRARREFERENCIA*
LOUISIANA POWER AND LIGHT COMPANY	L P &L SEE LOUSIANA POWER AND LIGHT COMPANY

Change In A Company Name

Cambio De Nombre En Un Compañía

EXAMPLE

EJEMPLOS

OLD ORIGINAL *EL ORIGINAL ANTERIOR*	NEW ORIGINAL *EL NUEVO ORIGINAL*	CROSS-REFERENCE *CONTRARREFERENCIA*
ESSO COMPANY, U.S.A.	EXXON COMPANY, U.S.A.	ESSO COMPANY, U.S.A.

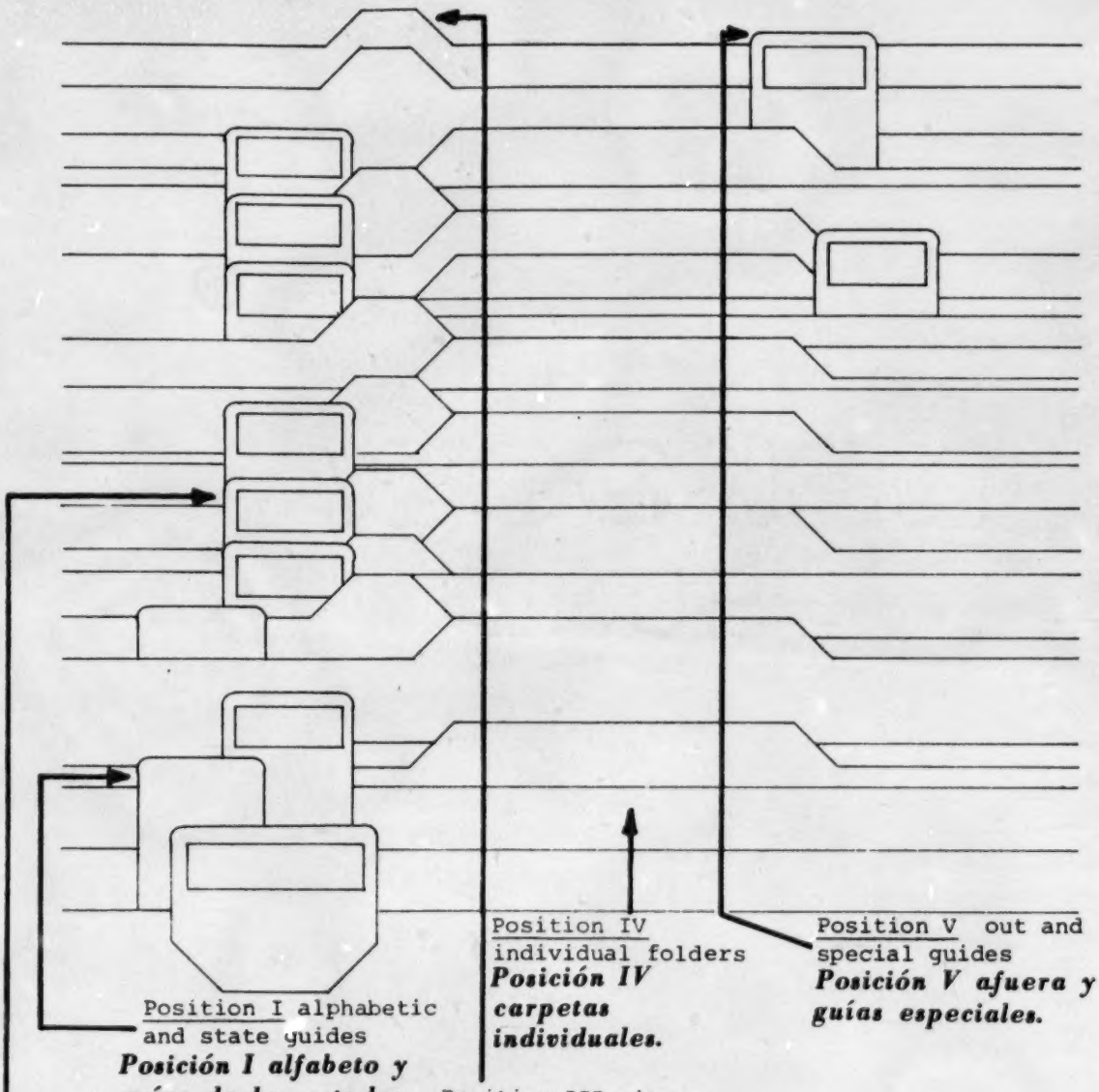
(Note: Filing cross-references is performed in the same manner as the original.)

(*Nota: La contrarreferencia es llevada a cabo para archivarlo de la misma manera como el original*)

TM-14

XIII-37

GEOGRAPHIC ARRANGEMENT OF GUIDES AND FOLDERS



Position I alphabetic and state guides
Posición I alfabeto y guías de los estados.

Position II city or town guides and some alphabetic subdivisions
Posición II quías para las ciudades ó pueblos y algunas subdivisiones alfabéticas.

Position III city or town miscellaneous folders and miscellaneous state folders
Posición III carpetas de meceláneas para ciudades ó pueblos y carpetas de estados para miceláneas.

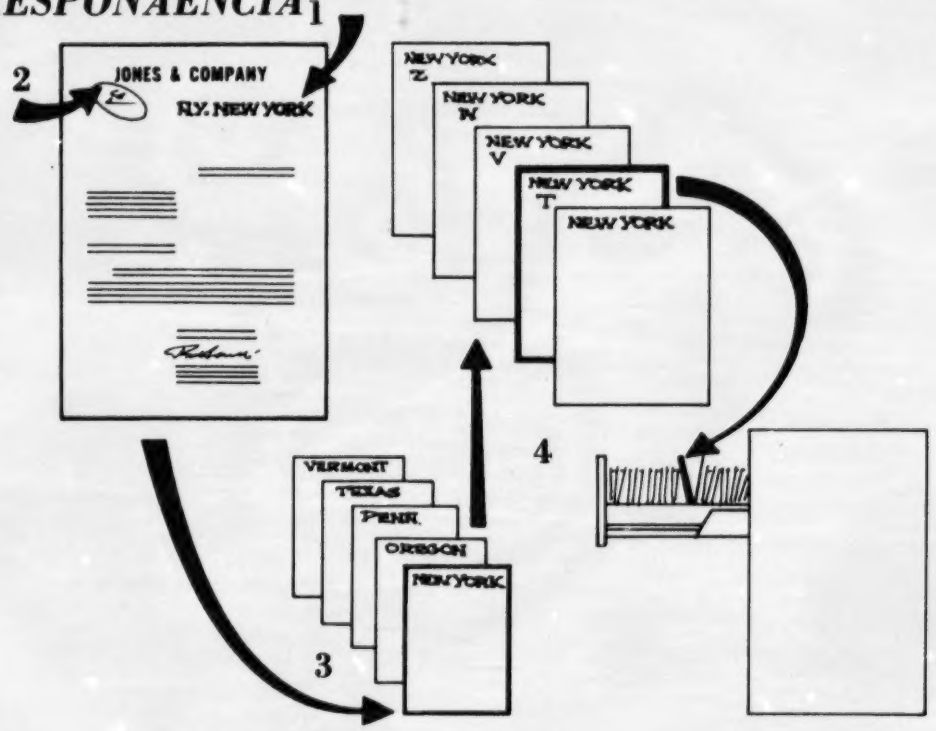
Position IV individual folders
Posición IV carpetas individuales.

Position V out and special guides
Posición V afuera y guías especiales.

TM-1

STEPS IN GEOGRAPHIC FILING OF CORRESPONDENCE

ETAPAS DEL ÁVCHPOO GEOGRAFICO DE CORRESPONAENCIA



1. Inspecting. Correspondence is checked to make sure it is ready for filing.

2. Indexing and Coding. The name of the correspondent and location under which the record is to be filed are determined. Some file workers underline the name and circle the location. Names for cross-referencing should be selected and coded also.

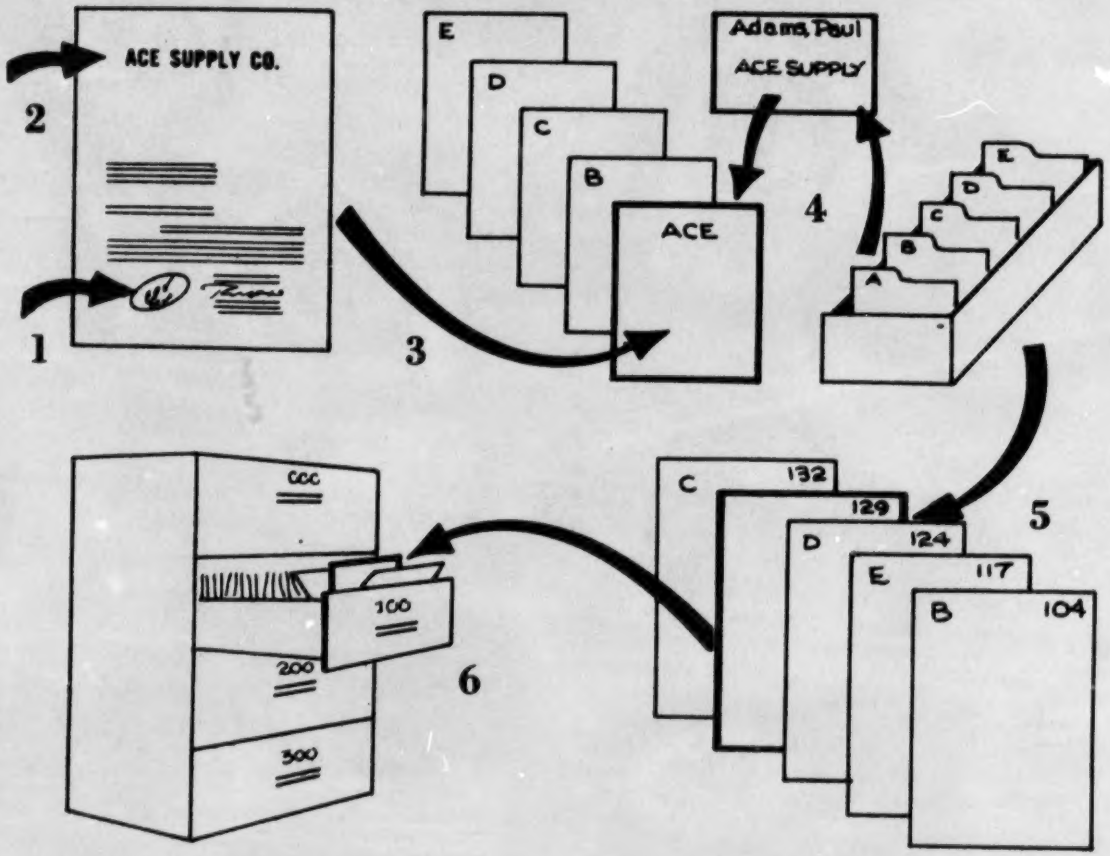
3. Sorting. Records are divided first by main geographic division.

   Then these main units are divided into geographic subdivisions.

4. Storing. The state and city or town guides are used to locate the folder section rapidly. The section is then searched for an individual folder for the coded name. If there is none, the record is put in a miscellaneous folder.

NUMERIC FILING PROCEDURES

PROCEDIMIENTO NUMÉRICOS PARA ARCHIVAR

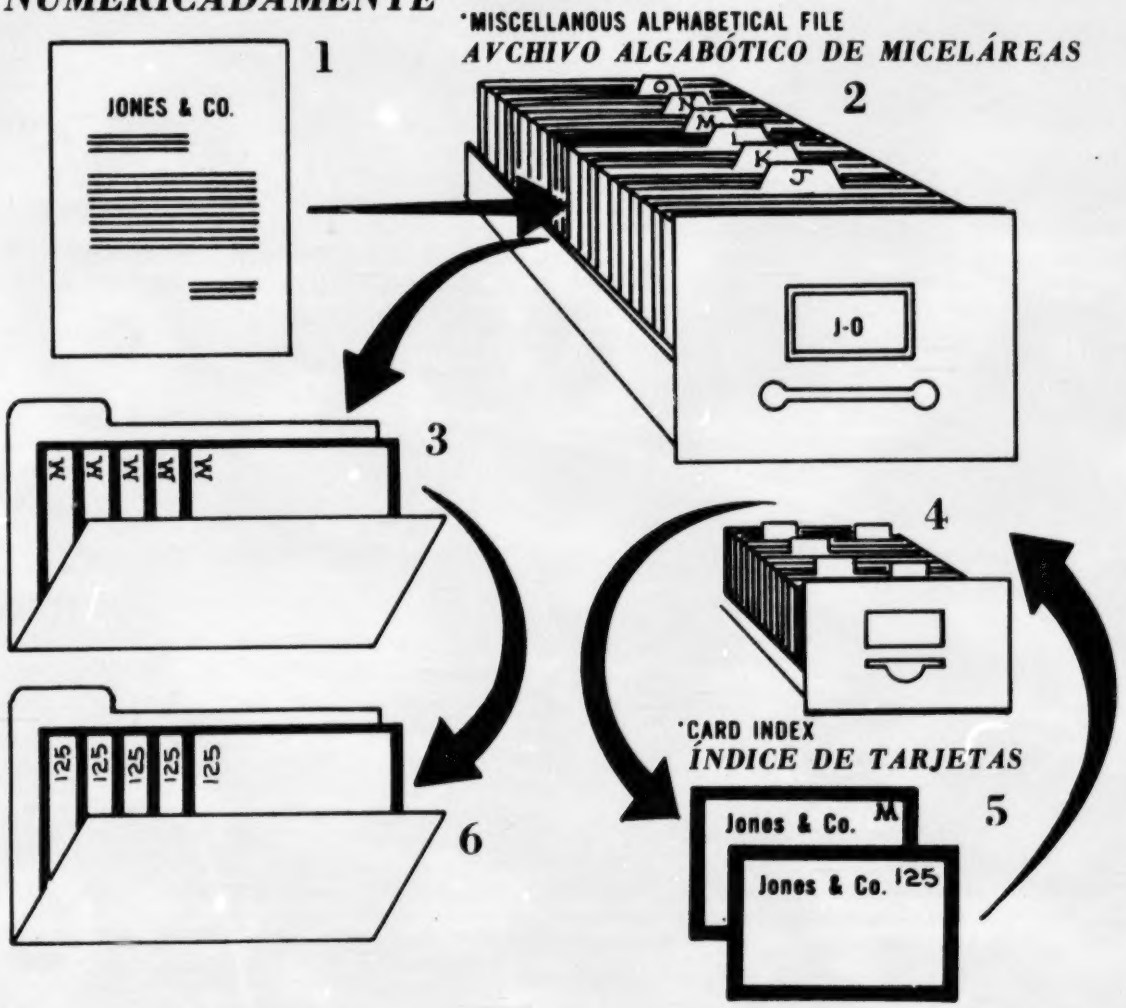


TM-1

XV-15

CODING & STORING CORRESPONDENCE NUMERICALLY

CODIJANDO Y ACUMULANDO CORRESPONDENCIA NUMERICADAMENTE



An incoming record from a new correspondent (1) is coded M and stored in the miscellaneous alphabetic file. (2) As soon as five records concerning this correspondent accumulate (3) the card index (4) is consulted. The next unassigned number (5) is given to this correspondent and the notation on the card is changed from M to 125 . The records are then recoded 125 and transferred to a numeric folder (6), which is stored in the main numeric file.

TM-2

ACCESSION BOOK
LIBRO DE ACCESO

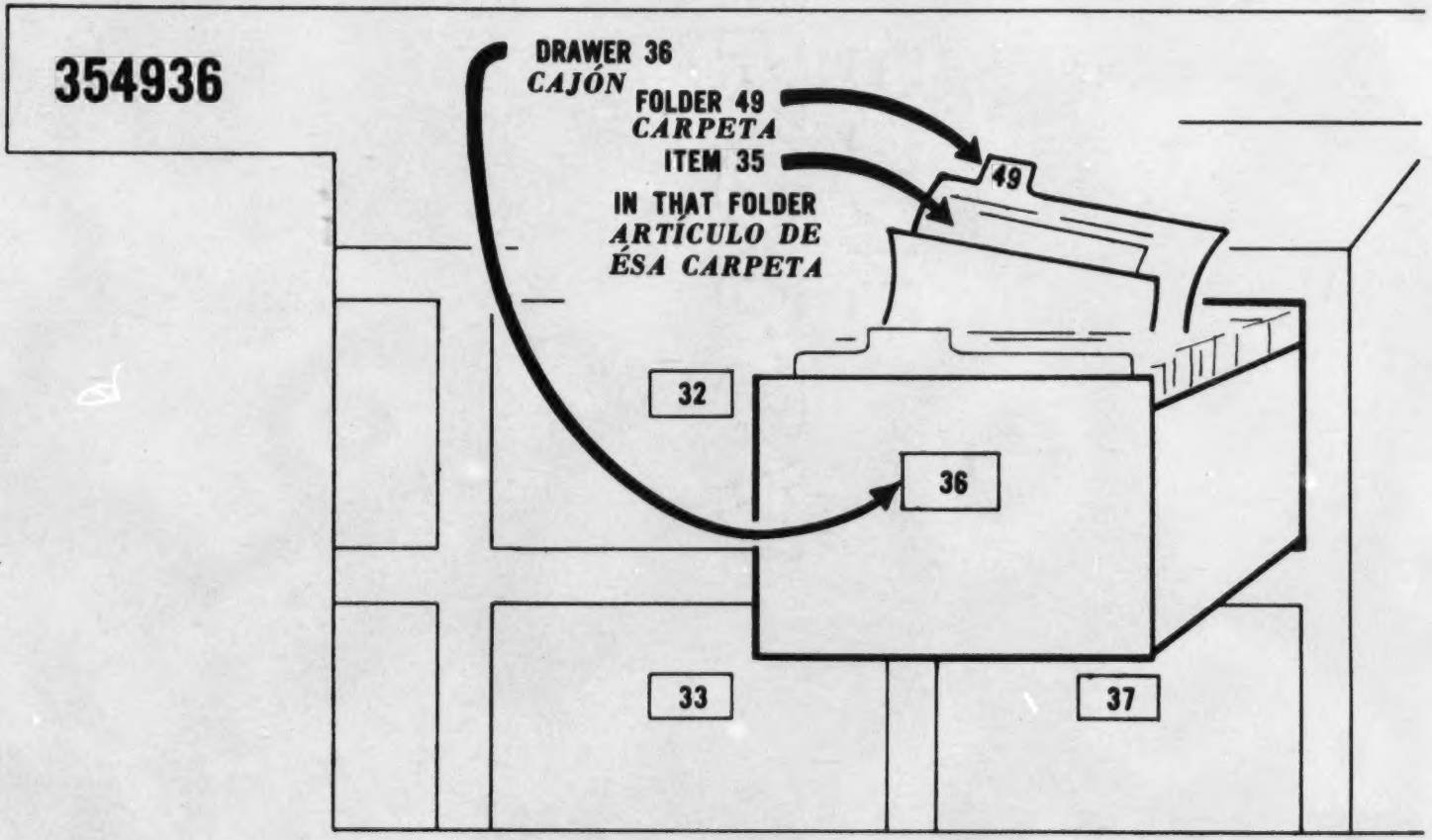
ACCESSION BOOK *LIBRO DE ACCESO*		PAGE 45 *PÁGINA 45*
Number *Número*	**Name** *Nombre*	**Date** *Fecha*
2365	Joseph Arnold	June 7, 1977
2366	Gary Miller	June 9, 1977
2367	Donald Wilson	June 10, 1977
2368	Frank Rogers	June 14, 1977

TM-3

XV-19

TERMINAL DIGIT FILING

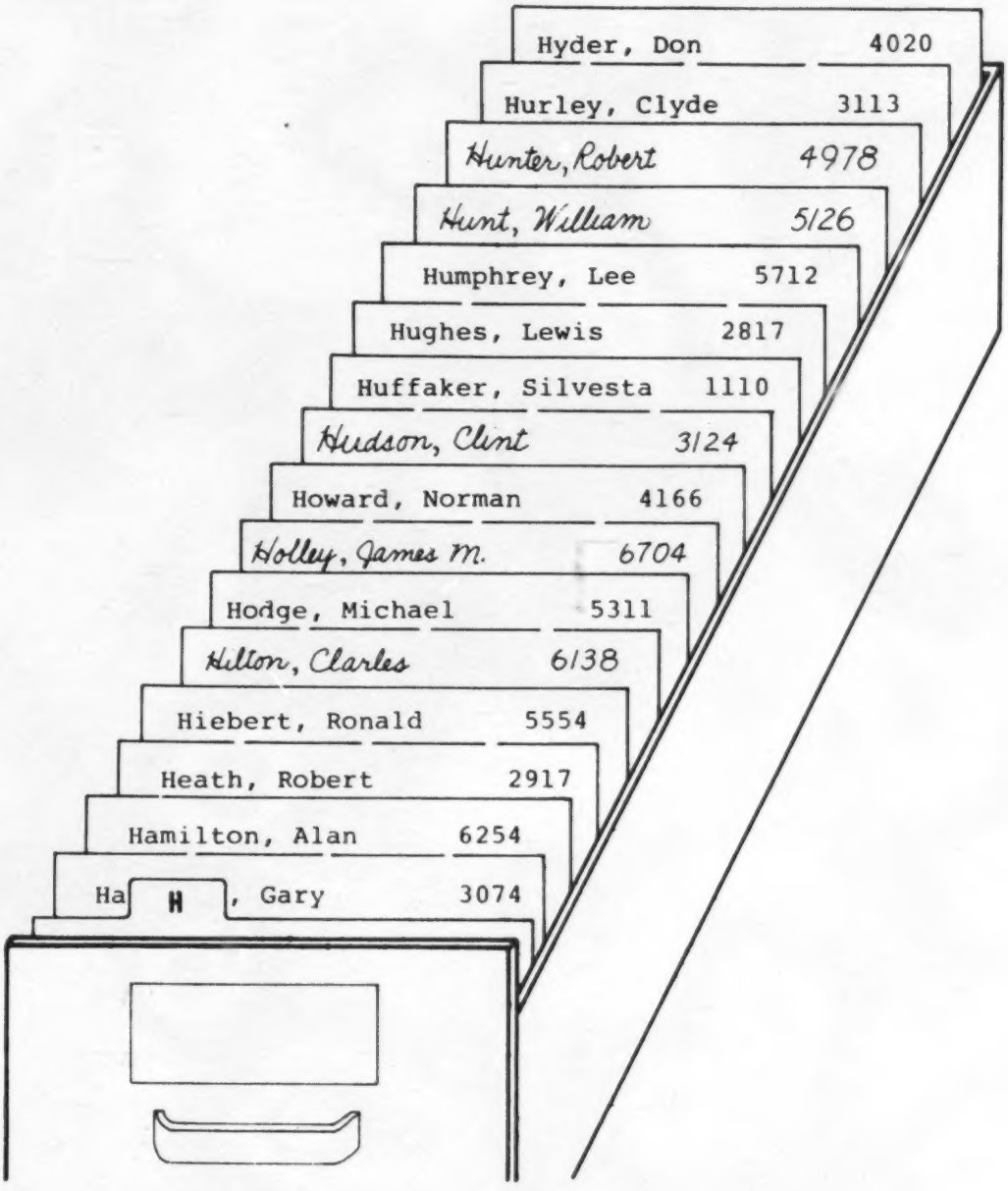
TERMINAL DE ARCHIVO DIGITAL



TM-4

XV-21

INDEX CARD CONTROL FILE
ÍNDICE DE LA TARJETA DE CONTROL



TM-5

ROUTING SLIP

INFORMATIVO RUTINARIO

ROUTING SLIP
INFORMATIVO RUTINARIO

FROM: *DE* _____ **DATE:** *FECHA* _____

TO: *A*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

FOR: *PARA*

- ☐ **Approval** *Aprovado*
- ☐ **File** *Archivar*
- ☐ **Necessary Action** *Acción necesaria*
- ☐ **Note and Return** *Anotar y regresar*
- ☐ **Recommendation** *Recomendación*
- ☐ **See Me** *Favor de verme*
- ☐ **Signature** *Firma*
- ☐ **Comment** *Comentario*
- ☐ **Information** *Informativo*

_____

TM-1

XVI-11

ROUTING SLIP

ROUTING SLIP
INFORMATIVO RUTINARIO

FROM: *DE* _____ **DATE:** *FECHA* _____

TO: *A*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

FOR: *PARA*

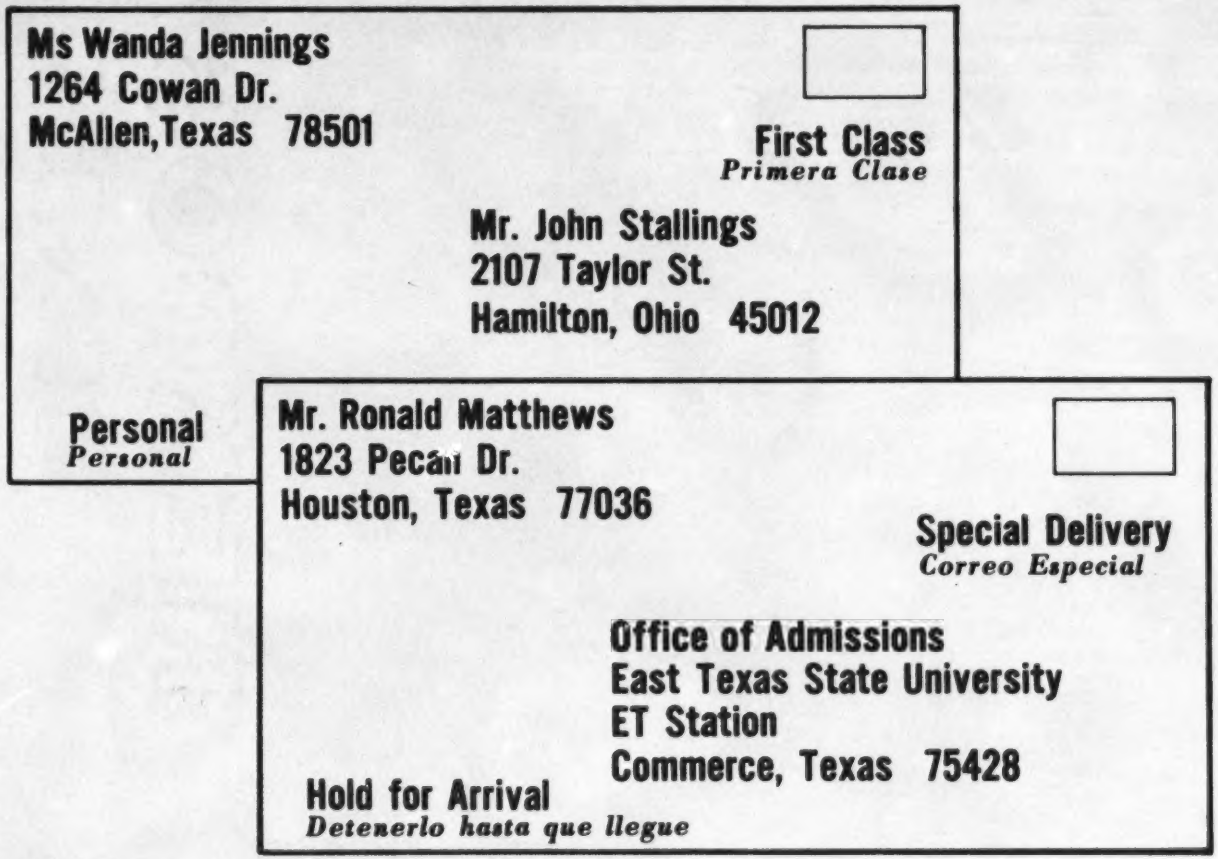
- ☐ **Approval** *Aprovado*
- ☐ **File** *Archivar*
- ☐ **Necessary Action** *Acción necesaria*
- ☐ **Note and Return** *Anotar y regresar*
- ☐ **Recommendation** *Recomendación*
- ☐ **See Me** *Favor de verme*
- ☐ **Signature** *firma*
- ☐ **Comment** *Comentario*
- ☐ **Information** *Informativo*

_____

TM-1

XVII-19

CORRECTLY ADDRESSED ENVELOPES
SOBRES CON LA DIRECCION CORRECTA



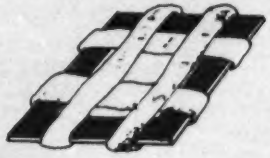
TM-2

XVII-21

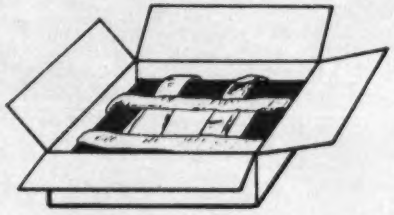
PACKING ITEMS

COMO EMPACAR MERCANCÍAS

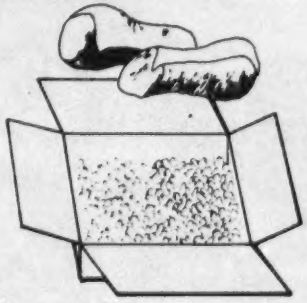
Form rolls from newspapers
Forme rollos con el periódico



Wrap rolls around frame
Envuelva los rollos formando un bastidor



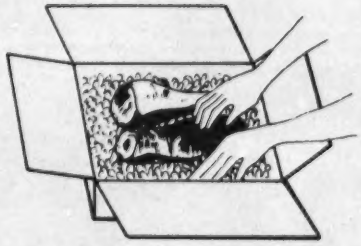
Pack securely in carton
Para su seguridad empacarlo con una caja de cartón



Material delicado hay que empacarlo con una base de caja de cartón

Pack cushioning material in bottom of carton

Wrap each item separately
Envolver cada artículo por separado

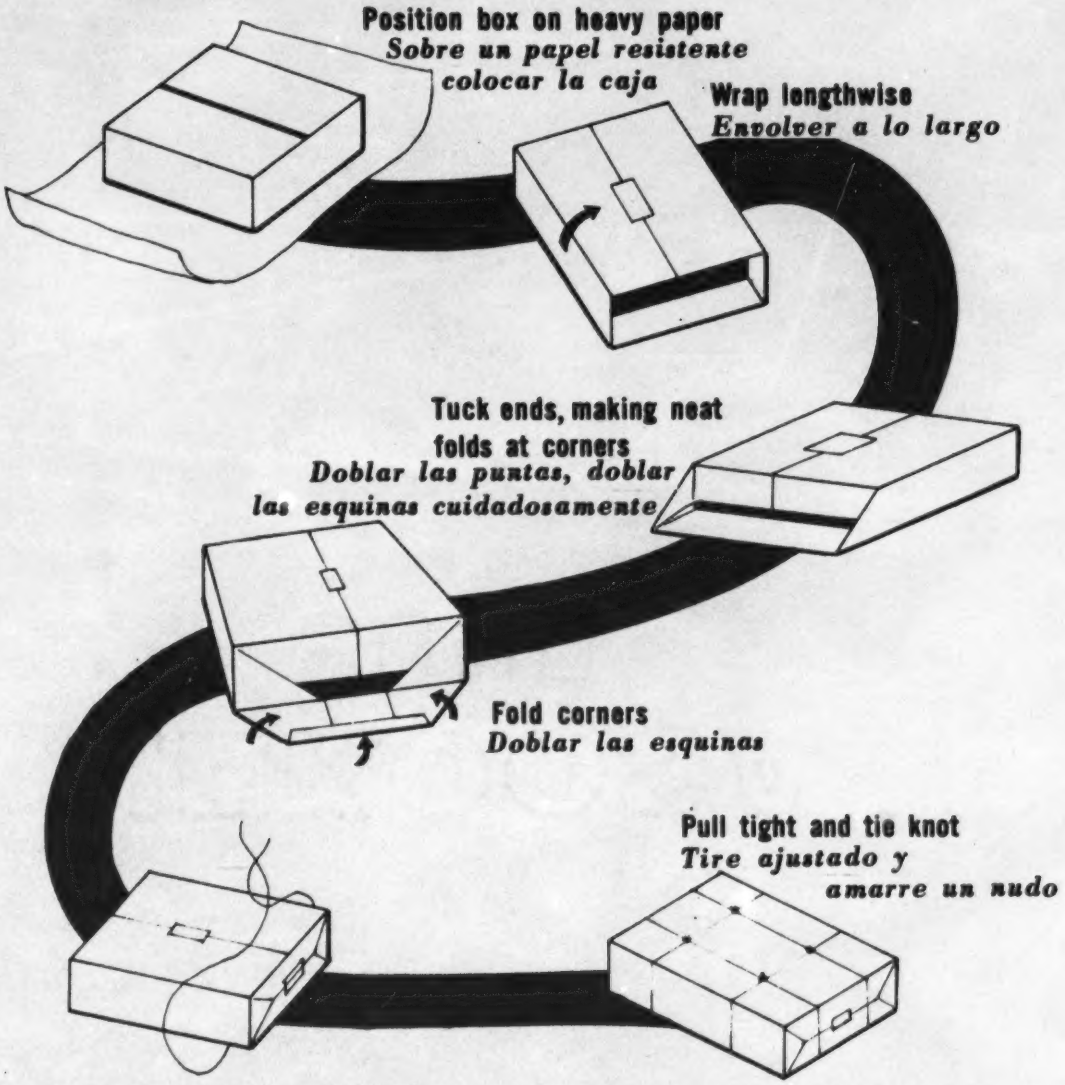


Pack wrapped items in center of carton and pack material around and over
Envolver los artículos hacia el centro en una caja de cartón y empacarlos con material alrededor.

TM-3

XVII-23

WRAPPING ITEMS
ENVOLTURA DE ARTICULOS


Position box on heavy paper
Sobre un papel resistente colocar la caja
Wrap lengthwise
Envolver a lo largo
Tuck ends, making neat folds at corners
Doblar las puntas, doblar las esquinas cuidadosamente
Fold corners
Doblar las esquinas
Pull tight and tie knot
Tire ajustado y amarre un nudo

Loop strong cord around end of parcel; then lengthwise
Con un lazo fuerte enrede el paquete hasta terminar luego a lo largo

Repeat looping cord at each intersection and tie knot
Proceda con el lazo en cada intersección y amarrelo con un nudo

STATE ABBREVIATIONS
ABREVIACIONES DE LOS ESTADOS

ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
CANAL ZONE	CZ	NEW MEXICO	NM
COLORADO	CO	NEW YORK	NY
CONNECTICUT	CT	NORTH CAROLINA	NC
DELAWARE	DE	NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARYLAND	MD	VIRGINIA	VA
MASSACHUSETTS	MA	VIRGIN ISLANDS	VI
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

TM-5

APPROPRIATE DRESS FOR THE INTERVIEW

COMO VESTIRSE APROPIADAMENTE PARA LA ENTREVISTA

Male

Hombre

HAIR NEAT?
¿CABELLO LIMPIO?

FRIENDLY?
¿AMABLE?

CLEAN SHAVE?
¿RASURADO RECIENTEMENTE?

ON TIME?
¿A TIEMPO?

PEN AND PAPER?
¿PLUMA Y PAPEL?

CLEAN AND NEAT CLOTHES?
¿ROPA LIMPIA Y APROPIADA?

SHOES SHINED?
¿ZAPATOS CEPILLADOS?

APPROPRIATE DRESS FOR THE INTERVIEW
COMO VESTIRSE APROPIADAMENTE PARA LA ENTREVISTA

Female
Mujer

HAIR STYLE SIMPLE?
¿BINE PEINADA?

APPROPRIATE MAKEUP?
¿MAQUILLAJE APROPIADO?

CONSERVATIVE DRESS?
¿VESTIDO CONSERVADOR?

ACCESSORIES - SIMPLE AND MATCHING?
¿ACCESORIOS —SENCILLOS Y EN COMBINACIÓN?

METHODS OF APPLYING FOR A JOB

MÉTODOS PARA HACER SOLICITUD DE TRABAJO

By Letter

Por Carta

By Telephone

Por Teléfono

TM-3

XVIII-21